



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential

Teaching Assistant
Recruitment Pack
Bibury CofE Primary School





Dear Applicant,

Thank you for your interest in the post of Teaching Assistant.

Bibury CofE Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 25 primary schools within the Trust family, including 23 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website - www.bibury.gloucs.sch.uk/web/ - and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is **23 October at midday**.
Interview date is TBC.

To submit your application please email the completed form to recruitment@dgat.org.uk before the closing date.

Yours faithfully

Suki Pascoe

Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

Teaching Assistant

Bibury C of E Primary School is a warm and welcoming school situated in the Cotswolds. We are seeking to appoint a Teaching Assistant to work across the school. The role involves support in the classroom.

If you are a caring and enthusiastic team player with a passion for learning and helping children to be the best that they can be, then we welcome the opportunity to hear from you.

We are looking for someone who will:

- Have high expectations of pupil achievement and progress
- Maintain school's high expectations of pupil behaviour
- Be flexible in their approach, well organised and prepared to work as part of a team
- Have a strong awareness of the social, emotional and wellbeing needs of young children
- Be able to work under the guidance of the class teacher and school leaders

We can offer:

- Enthusiastic and happy children who love learning
- A very friendly and dedicated staff team
- Supportive leadership, governors and parents
- Opportunities for continual profession development both within school and the Trust

The post is offered as a salary of Grade 3 on a fixed-term basis until 31st August 2027.

This is a part-time post for 16.5 hours a week, working across Monday-Wednesday.

This role will ideally start on 2nd November, subject to completion of safer recruitment checks and an enhanced DBS. Otherwise, the role will start as close to this date as possible.

Further details and an application form can be downloaded from the vacancy area of our website: www.bibury.gloucs.sch.uk or www.dgat.org.uk/vacancies

If you would like an informal conversation about the role, please contact Sally Spring on 01285 740268 or email sspring@bibury.dgat.org.uk

Closing date for applications is **23 October at midday**.

Other information that might help you decide if this is the role for you

Usual working days and times:	Monday-Wednesday
Work environment	Classroom, playground, school hall
Dress code:	Smart/Casual
Employee benefits:	Free and confidential employee assistance programme available 24/7 High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events A range of clear and supportive policies.

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-two primary, one junior and two infant schools within the Trust. Twenty-three of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal



- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	Teaching Assistant
Responsible to:	Headteacher, Class Teacher
Line Management:	Headteacher
Contract Type:	Fixed-term

Overall purpose of this post

- Support the teacher in the classroom and in preparation for lessons
- Support children in their educational and social development
- Provide extra support for pupils with special educational needs or disabilities
- Provide extra support for pupils with English as an additional language
- MDSA duties, which will include supervising lunchtimes

Main Duties & Responsibilities:

- Support pupils with mathematics, reading and writing, on an individual, class or small group basis
- Help pupils who require extra support to complete tasks
- Provide extra support to children with special educational needs, disabilities, or English as an additional language

- Help the teacher to develop learning programmes and activities, and adapt appropriate materials
- Assist the teacher with marking and correcting work, and other administrative tasks
- Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order
- Listen to pupils read, read to them, and tell pupils stories
- Support the teacher in managing class behaviour
- Supervise group activities
- Look after pupils who are upset or who have had accidents
- Take part in training, meetings and reviews as required
- Create classroom displays from pupil work
- Develop knowledge of the learning support needs of individual pupils
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil response
- Undertaken intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher
- Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum
- Provide support with school events, trips and other activities

For any pupils you are supporting:

- Aid their learning as effectively as possible
- Clarify and explain instructions
- Ensure they are able to use any equipment and material provided

- Assist them in weaker areas such as language, behaviour and social skills
- Help them to concentrate on and finish work that has been set for them
- Meet physical needs as required while encouraging independence
- Assist with pastoral care of pupils, ensuring that the school meets all pupils' personal and social needs

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Personal Values		
Committed to the school's vision	x	
Experience		
Experience of working within a school		x
Knowledge and understanding		
A clear understanding of how children learn in order to provide children with challenge in their learning.		x
Knowledge of early reading.		x
A proven track record as a good practitioner who motivates and excites children.		x
Experience of delivering phonic lessons and/or interventions.		x
Effective strategies to support children with SEND.		x
Skills and attributes		

Evidence of working successfully within a team.	x	
Have excellent strategies for encouraging positive behaviour.	x	
Ability to work well under pressure and show resilience.	x	
Personal qualities		
Superb role model as a learner; committed, excited by learning, enthusiastic and resourceful.	x	
Values children as individuals; can nurture, assess and challenge children to get the best from them.	x	
Committed to ensuring that every child reaches their full potential.	x	
Flexible and shows initiative.	x	
Willingness to contribute to the wider life of the school		x