

Before completing and sending this document to us, please ensure you have reserved the funding for your vacancy on the Digital Account (if you are a non-levy payer) and have 'added Cirencester College as the Training Provider'.

You may also need our UKPRN Number – this is 10001446. Thank you!

Employer's name	Bibury CE Primary School
Employer's address	Church Lane. Bibury, GL7 5NR
Number of employees	11
Vacancy Title	Teaching Assistant
Apprenticeship Standard & Level	Teaching Assistant L3
Short description	<p><u>Teaching Assistant</u></p> <p>The school requires a Teaching Assistant to work across the school. The role involves support in the classroom and includes lunchtime supervision. The role would be working Monday to Friday.</p> <p>Job purpose:</p> <ul style="list-style-type: none"> <li>• Support the teacher in the classroom and in preparation for lessons.</li> <li>• Support children in their educational and social development.</li> <li>• Provide extra support for pupils with special educational needs or disabilities.</li> <li>• Supervise some Breakfast club activities.</li> <li>• Supervise Afterschool club activities</li> </ul> <p>The post is 27.5 hrs Monday – Friday and is a fixed term contract</p>
Full Job description	<p style="text-align: center;"><b>Job Description</b></p> <p><b>Job Title:</b> Teaching Assistant  <b>Responsible to:</b> Executive Headteacher  <b>Contract Type:</b> fixed term</p> <p>The current main duties and responsibilities of this post are outlined in the 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 the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.</p> <p>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.</p>

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
<b>Qualifications</b>		
Education to secondary school level at least.	X	X
Relevant qualification with regard to working with children, such as NVQ 3.		
<b>Experience</b>		
Previous experience working with children.	X	
Knowledge and understanding of child development and children's and families' needs	X	X
Previous experience working in a school setting.		
<b>Personal Qualities</b>		
Friendly and approachable with strong written and oral communication skills	X	

	Well-motivated with the ability to use his/her own initiative	X
	Excellent organisational skills and attention to detail	X
	Flexible and co-operative team worker	X
	Reliable and punctual	X
	Able to work efficiently and accurately under pressure and to prioritise tasks	X
	Confident in dealing with a variety of stakeholders	X
	Professional and honest	X
	<b>Additional Requirements</b>	
	A DBS will be required prior to appointment	X
	Good health and attendance record	X
	Excellent and unequivocal references	X
	Current driving licence and personal transport	X
<b>Background Information</b>		
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 primary and one infant school within the Trust. Twenty of the schools have Church of England schools 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.		
<b><i>Our vision is to enable all to flourish.</i></b>		
Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.		
<b><i>Our aims are to be:</i></b>		
<ul style="list-style-type: none"> <li>Authentically Christian</li> <li>Boldly passionate about excellence in learning</li> </ul>		

	<ul style="list-style-type: none"> <li>Relentlessly driven in our aspiration for everyone</li> </ul> <p><b>Our core principles:</b></p> <ul style="list-style-type: none"> <li>We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish</li> <li>Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity</li> <li>We act with integrity; we are open to challenge and we are reflective about our practice</li> <li>We treat everyone with dignity and respect</li> <li>Through collaboration, in a nurturing community, we grow, learn and achieve</li> </ul> <p><b>School is Trust and Trust is School</b></p> <p>In order to support the Trust's academies, DGAT provides the following support:</p> <ul style="list-style-type: none"> <li>School Improvement</li> <li>Christian Character</li> <li>HR and Legal</li> <li>Finance and Business</li> <li>Premises and Insurance</li> <li>Compliance and GDPR</li> </ul>
Number of positions available	1
Application Closing Date	16/05/2025
Apprenticeship Start Date	To Be agreed –
Weekly/annual wage	17,323 – 22,071 Age dependent
Working week pattern	Mon – Fri 9-3. <i>This includes 30 min lunch break</i>
Duration	2.5 years
Future prospects	<i>potential progression within the trust, following successful completion of the apprenticeship.</i>
Skills required	<input checked="" type="checkbox"/> Communication skills <input type="checkbox"/> IT skills <input type="checkbox"/> Attention to detail

	<input type="checkbox"/> Organisation skills <input type="checkbox"/> Customer care skills <input type="checkbox"/> Problem solving skills <input type="checkbox"/> Presentation skills <input type="checkbox"/> Administrative skills <input type="checkbox"/> Number skills <input type="checkbox"/> Negotiation skills <input type="checkbox"/> Analytical skills <input type="checkbox"/> Logical <input checked="" type="checkbox"/> Team working <input type="checkbox"/> Creative <input type="checkbox"/> Initiative <input type="checkbox"/> Non judgemental <input checked="" type="checkbox"/> Patience <input type="checkbox"/> Physical fitness <input type="checkbox"/> Ability to multi-task
Additional Skills	<i>Please list any additional skills important for the role -          Hobbies or skills useful for school clubs          Driving Licence</i>
Qualifications	<i>What qualifications are you looking for? Essential Maths and          English minimum Level 4</i>
Additional Questions	<i>Please list up to 2 additional questions you would like to ask:</i> <b>1</b>  <b>2</b>
Main Point of Contact	<i>Name – Amy Bennett-Bright          Job Title..... Trainee Teaching Assistant          Email ..... SBM@bibury.dgat.org.uk          Telephone Number..... 01285 740268</i>
Employer description	Bibury Church of England Primary School is a small school set in a beautiful location next to St Mary's Church. It is a school

	<p>where old meets new. Externally, the building has changed little since the 1850's, but internally, it has been modernised and adapted to meet the needs of 21st century education, with technology having a particularly high focus.</p> <p>The members of our governing body give up their free time to support our pupils, teachers, school and local community.</p>
Employer website	<a href="#">Bibury Church of England Primary School - Home</a>
Levy Payer	Yes
Are you a disability confident employer	Yes/No – you can check it you have signed up to this by visiting: <a href="#">Disability Confident: list of employers that have signed up - GOV.UK (publishing.service.gov.uk)</a>
Things to consider	<p><i>Include anything unusual about the job – for example, consider shift work, a rural location, outdoors or office based work, weekend and late night work required</i></p> <p>Cirencester College reserves the right to close this vacancy before the stated deadline once sufficient applications have been received</p>
Apprenticeship Standard and level / duration of programme	<i>Teaching Assistant Level 3</i>
Would you be interested to hear about the other Apprenticeship Standards we deliver? If so which -	<p><i>Archaeology</i></p> <p><i>Finance and Accounting</i></p> <p><i>Business Administration</i></p> <p><i>Customer Service</i></p> <p><i>Digital and I.T Solutions</i></p> <p><i>Media</i></p> <p><i>Creative Marketing</i></p> <p><i>Sales</i></p> <p><i>Teaching, Mentoring and Learning</i></p> <p><i>(tick all or some of the above and we will get back to you)</i></p>

Thank you for choosing Cirencester College to deliver your apprenticeships; we strive for the best possible outcomes for all our apprentices and by completing this form with as much detail as you can, will give us a better understanding of what to look out for on applications we receive for your vacancy. We are committed to ensuring employers and potential apprentices are 'matched' together and it is important to give everyone the best apprentice experience.

Thank you for sharing with your network of contacts that you have chosen Cirencester College as your Training Provider of Choice too!

**Joanna Smith**

Head of Apprenticeships and Employer Engagement |

