



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



Teaching Assistant  
Recruitment Pack  
St James CofE Junior School





Dear Applicant,

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

St James CofE Junior 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 24 primary schools within the Trust family, including 22 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 <https://www.st-james-junior.co.uk/> and the Trust website - [www.dgat.org.uk](http://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 18<sup>th</sup> May 2026 at Midday. Interviews are scheduled the week commencing 15<sup>th</sup> June 2026. With a start date of Tuesday 1<sup>st</sup> September.

To submit your application please email the completed form to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) before the closing date.

Yours faithfully

Mrs E Gardiner  
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

### Teaching Assistant

We are looking for a Teaching Assistant who will work with class teachers to raise the learning and attainment of pupils, promoting pupils' independence, self-esteem and social inclusion. Giving support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

The post is offered as a salary of NJC 3-5 depending on experience, on a permanent basis.

This is a full-time post for 32.5 hours a week, Monday to Friday 8:30am to 15:30pm with 30 mins lunch break.

Further details and an application form can be downloaded from the vacancy area of our website <https://www.dgat.org.uk/vacancies>

If you would like an informal conversation about the role, please contact Sarah Wheeler on [finance@sjjs.dgat.org.uk](mailto:finance@sjjs.dgat.org.uk) or 01452 520714.

Closing date for applications is **18<sup>th</sup> May 2026 at midday.**

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

Usual working days and times:	Monday – Friday 8:30am to 15:30pm
Work environment	Classroom, school environment
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: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a> 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-one primary, one junior and two infant schools within the Trust. Twenty-two 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
Line Management:	Headteacher
Contract Type:	Permanent

## Overall purpose of this post

### Main purpose

#### Teaching assistants will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

### Duties and responsibilities

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Support bilingual/multilingual pupils and help them to access the curriculum
- To be aware of a pupil's problems, achievements, progress and report to the teacher
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Attend and participate in relevant meetings as required
- Establish constructive relationships with parents/carers and work with parents to enhance pupils learning
- Undertake any other relevant duties given by the class teacher

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues



### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity



### **Other areas of responsibility**

- Undertake routine marking in line with school policy
- Contact parent/carer should an incident arise
- Supervise pupils on visits/trips as required

### **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
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the school	X	
Committed to the school's vision	X	
<b>Qualifications</b>		
Education to secondary school level at least	X	
Relevant qualification with regard to working with children, such as NVQ 3		X
<b>Experience</b>		
Previous experience working with children	X	
Knowledge and understanding of child development and children's and family's needs	X	
Previous experience working in a school setting		X
<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	<b>x</b>	
Reliable and punctual	<b>x</b>	
Able to work efficiently and accurately under pressure and to prioritise tasks	<b>x</b>	
Confident in dealing with a variety of stakeholders	<b>x</b>	
Professional and honest	<b>x</b>	
<b>Additional Requirements</b>		
A DBS will be required prior to appointment	<b>x</b>	
Good health and attendance record	<b>x</b>	
Excellent and unequivocal references	<b>x</b>	
Current driving licence and personal transport	<b>x</b>	