



THE DIOCESE
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Whiteshill Primary School
Recruitment Pack





Dear Applicant,

The closing date for completed applications is **Monday 1st July 2024**. Interview date is **Monday 8th July 2024**.

To submit your application please email the completed form to admin@whiteshill.gloucs.sch.uk or hand it in to the school office, before the closing date.

Yours faithfully

Heather Francis
Headteacher



The Diocese of Gloucester Academy Trust are looking to appoint a teaching assistant to join our team at Whiteshill Primary School on a fixed term contract. The successful applicant will be flexible, have high expectations, be hard working and able to use initiative whilst also working under the direction of others. In return, we can offer you a positive and caring work environment within a beautiful setting and amongst a fantastic community of staff, children and parents.

The post will be 16.5 hours per week term-time only. The working hours will be 08.45am – 12.15pm daily. There will be 0.25 hours unpaid break each day apart from one paid break duty of 0.25 hours per week. This post will be paid at Grade 3, points 4-6, £23,114 - £23,893 pa pro rata.

Your appointment to the post of teaching assistant will be for a fixed term commencing on 1st September 2024 and continuing so long as funding is available to the Employer to support the post in which you are employed. Funding has been initially agreed for a fixed term period of 1 year. This contract will therefore automatically terminate on 31st August 2025. At the employer's discretion, it may be possible to offer an extension to this contract period dependent on the availability of funding and the needs of the service.

Although this contract is fixed term, the employer reserves the right to terminate the employment at an earlier time by issue of written notice.

Deadline for applications – 12 noon Monday 1st July 2024
Interview date – Monday 8th July 2024

Further details and an application form can be downloaded from the vacancy area at the bottom of our staff page on the school website [here](#).

Please send your completed application form by email to admin@whiteshill.gloucs.sch.uk or hand it in to the school office. In line with Safer Recruitment Guidelines, CV's will not be taken into consideration.

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.



JOB DESCRIPTION

POST: Teaching Assistant

PAY RANGE: Grade 3 Points 4-6, £23,114 - £23,893 pa pro rata.

Job Purpose: Working under guidance to implement work programmes for individuals/groups to improve their progress and attainment. To support the teacher in the management and preparation of learning in the classroom to ensure pupils make progress.

Line Manager: Headteacher

Responsible to: Class teacher and Headteacher

Contract Type: Fixed Term

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPIL:

- Provide care and support inside and outside the classroom for pupils during the school day.
- Form caring, purposeful and professional relationships with pupils, acting as a role model and setting high expectations.
- Monitor and evaluate pupils' responses to learning and accurately record achievement and progress as directed, providing feedback to pupils in relation to progress and achievement and marking work with guidance from the teacher and in accordance with school policy.



- Withdraw identified students from some classes and work with them on either a one-to-one basis or in a small group to support their learning and to develop language and literacy, numeracy and social skills.
- Facilitate small group work for pupils in the classroom alongside the teacher.
- Support pupils through assessments, tests and examinations, in line with school procedures and as agreed with examining bodies.
- Assist with students' personal, behavioural and social development through appropriate guidance and advice within the context of the teacher's overriding responsibility for behaviour management in the classroom. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents.
- Accompany students on trips, visits and out of school activities as required within working hours.

- Implement agreed learning activities, adjusting them to pupils' responses and needs, with support from the teacher.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.

SUPPORT FOR THE TEACHER:

- In collaboration with class teachers, support the assessment and reporting of pupils' development and progress.
- Prepare work and activities in advance of the lesson (within employed hours) e.g. using photocopier, laminator, changing displays, making labels, signs, ordering of resources and undertaking practical tasks to maintain a good standard of classroom appearance and an appropriate learning environment.
- Provide general clerical / admin support e.g. produce worksheets for agreed activities.
- Assist staff in the acquisition and preparation of resources, preparing them with the support and guidance of the teachers to ensure differentiated material is available for pupil/s.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy.
- To attend and participate in meetings as appropriate (within working hours).



SUPPORT FOR THE SCHOOL:

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- Be aware of and comply with school policies and procedures, particularly relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference, and ensure all SEND students have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers to support the achievement and progress of students.
- To support playground/break time/lunches and lunch playtime supervision, when necessary (within employed hours).
- Administer first aid as appropriate.
- To participate in training and other learning activities offered by the school to further knowledge (within employed hours).
- To carry out all duties in accordance with the School's Equal Opportunities Policy.

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 the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

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.

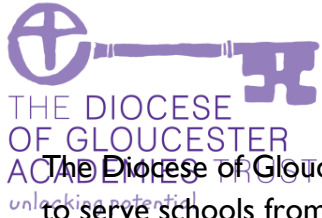
The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

	Essential	Desirable
Qualifications	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> • good basic education to GCSE level in English and maths, or the equivalent • 	<p>The Teaching Assistant might have:</p> <ul style="list-style-type: none"> • First Aid Qualification • Teaching Assistant Level 3 qualification or equivalent in Childcare
Experience	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> • Experience of working with young children in a paid or voluntary capacity. 	<p>In addition, the Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar. • Experience of supporting children's learning.
Knowledge and Understanding	<p>The Teaching Assistant should have existing knowledge and understanding of:</p> <ul style="list-style-type: none"> • the needs of young children • child development and the ways in which children learn • behaviour management strategies • equal opportunities • safeguarding 	<p>The Teaching Assistant might have existing knowledge and understanding of:</p> <ul style="list-style-type: none"> • First Aid • SEND
Skills	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • assist children on an individual basis, in small group and whole class work • adapt planned work to make it accessible to children • explain tasks simply and clearly and foster independence • monitor, record and make basic assessments about individual progress • supervise children and manage behaviour effectively, adhering to defined behaviour management policies • accept and respond to authority and supervision • work with guidance, but under limited supervision 	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • suggest alternative ways of helping children if they are unable to understand • identify gaps in their own experience that they need help in filling. • demonstrate the ability to learn and adapt from past experience.



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- liaise and communicate effectively with others
- demonstrate good organisational skills
- reflect on and develop professional practice
- display work effectively, and make and maintain basic teaching resources.



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 and one infant school within the Trust. Twenty-one 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.

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 the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal



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

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