



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



1:1 SEN Teaching Assistant

Recruitment Pack

Minchinhampton Academy





Dear Applicant,

Thank you for your interest in the post of 1:1 SEN Teaching Assistant.

Minchinhampton Academy 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 [www.minchacademy.net](http://www.minchacademy.net) 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 5th January 2026 at 5pm. Interviews are scheduled to take place on 15th January 2026.

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

Signature

Nick Moss  
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

### **1:1 SEN Teaching Assistant**

The governing body is looking to recruit a 1:1 SEN Teaching Assistant for a named child. This post is offered on a fixed term basis whilst the child remains on roll with the school and has an EHCP with High Needs funding. Candidates need to be passionate about inclusion, teaching and learning with an uncompromising, relentless commitment to getting the best out of all the pupils.

This is a term time only, with the usual working pattern being;  
Monday to Thursday 9:00 -12 noon and 12:30 – 15:00:  
Fridays 08:30 – 12:15 and 13:15 – 15:00

The salary is Grade 3 (pts 4-6) £25185- £25,989 pa pro rata

Further details and an application form can be downloaded from the vacancy area of our website [www.minchacademy.net](http://www.minchacademy.net). If you would like an informal conversation about the role, please contact Nick Moss on 01453 883273 or email [admin@minch.dgat.org.uk](mailto:admin@minch.dgat.org.uk).

Closing date for applications is 5<sup>th</sup> January 2026.

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

Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>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></p> <p>A range of clear and supportive policies.</p> <p>An annual wellbeing survey and access to an online wellbeing toolkit.</p>
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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

Please read and remove this box before publishing this advert.  
Insert details of the role in this section. Please give as much specific detail as possible. Be clear in expectations and consider including an outline of day-to-day responsibilities.

Job Title:	
Responsible to:	
Line Management:	
Contract Type:	

## Overall purpose of this post

### 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.



## Generic Person Specification (see also person spec relevant to role)

	Essential	Desirable
<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>		
<b>Personal Qualities</b>		
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use 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	