



**1 to 1 SEN Teaching Assistant
Recruitment Pack
Minchinhampton CofE Primary School**





Dear Applicant,

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

Minchinhampton CofE Primary 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 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 16th January 2026. Interviews are scheduled to take place on 29th January 2026.

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

Yours faithfully

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 or www.dgat.org./vacancies

If you would like an informal conversation about the role, please contact Nick Moss on 01453 883273 or email admin@minch.dgat.org.uk.

Closing date for applications is **16th January 2026**.

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

Usual working days and times:	Monday to Thursday 9:00 -12 noon and 12:30 – 15:00 Fridays 08:30 – 12:15 and 13:15 – 15:00
Work environment	Classroom, school environment
Dress code:	Smart/casual
Employee benefits:	Free and confidential employee assistance programme available 24/7



	<p>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</p> <p>A range of clear and supportive policies.</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 are:

- 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:	1to1 SEN Teaching Assistant
Responsible to:	Headteacher and SENDCo
Line Management:	SENDCo
Contract Type:	Fixed term

Overall purpose of this post

Under the guidance of the Special Educational Needs Coordinator (SENCO), work as part of a team to promote the emotional, physical and educational development of a named pupil with SEN and work in partnership with parents, teaching staff and other support staff to this end.

This role is attached to a child in Preschool with a Physical Disability and another child in Year 1 with Cognition and Learning difficulties. Both have EHCPs and High Needs funding. The contract is for 27.5 hours per week.

From September 2026 you will be required to work Full Time supporting the child with Physical disability for 27.5 hours a week.

KEY ACCOUNTABILITIES:

Supporting the pupil

1. Assist in implementing the provision as identified through the EHCP
2. Assisting and supporting the personal care and hygiene of the child
3. Supporting developing independence when eating and drinking
4. Adapting learning and play activities to support the physical ability of the child
5. Supporting with physical equipment to aid movement around the setting, promoting inclusion and independence
6. Delivering physical intervention as directed by a Physiotherapist or Occupational Therapist when required

7. Participate in activities designed to meet the emotional, physical and learning needs of the named child.
8. Planning, delivery and monitoring of the child's plan, targets and an individualised programme of learning.
9. Monitor the child's responses to learning activities and encourage them to take an interest in their own learning and to develop a sense of independence.
10. Develop and maintain effective relationships with the child's peers in order to encourage social interaction and friendships.
11. Support the child during break and lunchtimes daily, specifically around social inclusion and eating

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 actively promoting the Christian ethos and values of the school	X	
Committed to the school's vision	X	
Qualifications		
Previous experience of working with children in an educational setting, ideally in a similar environment and with children of whom have Special Educational Needs.	X	
Good standard of general education, usually including 3 or more GCSE's (including maths or English) at Grade C or above or other equivalents.	X	
Manual handling training		X
Paediatric First Aid		X
Total Communication training		X
Some vocational training/qualification in the care, development or education of children --- NVQ level 2/ 3 or above.		X
Training in ACEs, PACE and Neurodiversity		X
Experience		

Ability to deliver relevant activities to meet a range of pupil needs; helping to ensure pupils make good progress academically, emotionally and socially.	X	
Knowledge and experience of working with children in an educational setting.	X	
Awareness and understanding of inclusion, specifically physical disability and communication difficulties.	X	
Experience of working with ICT	X	
Good personal numeracy and literacy skills.	X	
Experience of supporting children with additional needs in an education setting	X	
Experience of working with a child who has Cerebral Palsy and communication difficulties, desirably using Assistive and Augmentative Communication.		X
Up to date knowledge in use of ICT to support learning and communication.		X
Knowledge and experience of ACEs and how Trauma can impact a child's development		X
Personal qualities		

Good written and oral skills	<input checked="" type="checkbox"/>	
Well-motivated with the ability to use own initiative	<input checked="" type="checkbox"/>	
Passionate about learning and education.	<input checked="" type="checkbox"/>	
Ability to promote a positive ethos and model positive attributes.	<input checked="" type="checkbox"/>	
Excellent organisational skills and attention to detail	<input checked="" type="checkbox"/>	
Good interpersonal skills and ability to build effective working relationships with all pupils and colleagues.	<input checked="" type="checkbox"/>	
Reliable and punctual	<input checked="" type="checkbox"/>	
Able to work efficiently and accurately under pressure and to prioritise tasks	<input checked="" type="checkbox"/>	
Willingness to work hard and embrace change.	<input checked="" type="checkbox"/>	
Calm, nurturing approach with children using PACE ethos	<input checked="" type="checkbox"/>	
Consistently high expectations of pupils.	<input checked="" type="checkbox"/>	
Active and agile to support the physical inclusion needs of the child – manual handling required	<input checked="" type="checkbox"/>	
Professional and honest	<input checked="" type="checkbox"/>	
Ambitious and keen to take next steps in professional development.		<input checked="" type="checkbox"/>
Additional Requirements		

