



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Teaching Assistant
Recruitment Pack
Minchinhampton Academy





Dear Applicant,

Thank you for your interest in the post of 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 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 24th March 2026 at 12pm. Interview date is to be confirmed.

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

Teaching Assistant

The governing body is seeking a highly skilled, conscientious Teaching Assistant. In return, the successful candidate will find themselves among supportive and welcoming staff, parents and governors in a modern, purpose-built and popular school with strong links to the church and community.

This is a term time only role, for 27.5 hours per week, full time on a fixed term basis until Autumn 2026.

The salary is NJC Grade 3.

Further details and an application form can be downloaded from the vacancy area of our website 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.

Closing date for applications is 24th March 2026 at noon. This role is suitable for ECT's.

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: https://www.dgat.org.uk/cpdl-and-events</p> <p>A range of clear and supportive policies.</p> <p>An annual wellbeing survey and access to an online wellbeing toolkit.</p>
--------------------	---



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 & Leadership Team
Contract Type:	Full Time – Fixed Term

Overall purpose of this post

Teaching Assistants at Minchinhampton should make the education of pupils their first concern and be accountable for achieving the highest possible standards in work and conduct. Teaching Assistants should act with honesty and integrity and be self-reflective; forge positive professional relationships; and liaise with parents in the best interests of the pupils.

VISION AND VALUES

We cherish all the people in our school.

Our aim for them:

‘Life in all its fullness’

For us, this means people who are flourishing:

- people who have the wherewithal to shape their own life well;
- people who take a delight in learning;
- people who are compassionate, who appreciate the value and preciousness of each and every person and all life on earth;

Hence people who help to make the world a better place.

JOB PURPOSE

Under the supervision of the class teacher and/or SENCO, to undertake a range of directed activities to support the educational and developmental needs of pupils, to assist teachers in the organisation and maintenance of classroom resources and to contribute to the supervision and welfare of pupils throughout the school. The particular duties of the Teaching Assistant will be determined by the class teacher and/or other line



manager. This may include working with pupils with a statement of special educational needs. Activities may be undertaken within the classroom or in an alternative location.

MAIN DUTIES

Teaching and Learning

- Contribute to the planning and evaluation of teaching and learning activities. Where appropriate to support teaching and learning in a curriculum area in which the member of staff has an expertise, including helping to organise learning experiences.
- Plan, deliver and evaluate teaching and learning activities for individual pupils or groups of pupils under the teacher's guidance or instructions. This to include supporting designated pupils with special needs through the delivery of appropriate aspects of the Individual Education Plan (I.E.P) as directed by the relevant teacher and to contribute to reviews and liaison with outside agencies if required.
- Use of information and communication technology to support pupils' learning

Use of assessment

- Contribute to the assessment of pupils by teachers. Working under the direction of the teacher to observe pupil performance and report the results of the observations to the teacher.
- Contribute to maintaining all pupil records and the record-keeping system.

Pastoral

- To attend to pupils' personal needs, including pastoral needs, social and health training, hygiene and basic first aid. (This may include the administration of medicines by agreement and subject to any appropriate training being given).
- To contribute to the supervisory arrangements for pupils during breaktimes and on out-of-school activities.

Behaviour

- To have high expectations of behaviour and use a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

Learning environment

- Prepare and maintain the learning environment to support teaching and learning. This to include setting up, maintaining and dismantling displays.
- Monitor and maintain curriculum resources to support teaching and learning.

Wider professional responsibilities

- Develop effective professional relationships with colleagues.
- Take responsibility for improving practice through appropriate professional development, responding to advice and feedback from colleagues.
- Promote and reinforce school policies, practices and procedures, including an awareness of child protection, respect for the rights of others and health and safety responsibilities.
- Recognize and respond appropriately to situations that challenge equality of opportunity.
- Make a positive contribution to the wider life and ethos of the school.

Safeguarding

- Minchinhampton C of E Primary Academy has rigorous procedures and guidelines regarding the welfare and safeguarding of our pupils and expects all staff and volunteers to be committed to pupil welfare and safety.



WORKING ENVIRONMENT

- Most activities will be undertaken within school premises. The post-holder may occasionally be required to attend to pupils who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

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	
Some vocational training/qualification in the care, development or education of children --- NVQ level 2/ 3 or above		x
Manual handling training		x
Paediatric First Aid		x
Total Communication training		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.		
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 & Professional qualities		
Passionate about learning and education	x	
Consistently high expectations of pupils	x	
Ability to promote a positive ethos and model positive attributes	x	
Good interpersonal skills and ability to build effective working relationships with all pupils and colleagues	x	
Willingness to work hard and embrace change	x	
Calm, nurturing approach with children using PACE ethos	x	
Active and agile to support the physical inclusion needs of the child – manual handling required	x	
Ambitious and keen to take next steps in professional development.		x
Letter of Application		
The ability to present succinctly and clearly a letter of application	x	
The ability to demonstrate how previous experience relates to the post at Minchinhampton	x	
Give examples of how you have supported children with additional needs in educational situations		



References		
Two fully supportive professional references	x	