



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Teaching Assistant

Recruitment Pack

Field Court C of E Infant Academy



Dear Applicant,

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

Field Court CofE Infant 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.fieldcourt-inf.gloucs.sch.uk 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 midday, Tuesday 16th December 2025. Interviews are scheduled to take place on Thursday 18th December 2025 (time TBC).

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

Yours faithfully



Adam Osborne
Headteacher

The Diocese of Gloucester Academies Trust seek to appoint an

Teaching Assistant

We are seeking to appoint a Teaching Assistant who:

- Inspires children and develops a love of learning
- Ensures a positive transition for children starting school
- Understands how children's communication and language develops
- Identifies barriers to learning and helps children to overcome them
- Shares their ideas and opinions openly and respectfully and listens to others
- Builds strong, effective partnerships with colleagues
- Values the Continuous Provision approach throughout our Infant Academy
- Is open to developing their practice
- Strives to be the best they can be
- Has experience of working in EYFS/Reception

The children would like someone who

- Makes them laugh
- Knows who they are and what they like to do
- Helps them if the work is a bit hard
- Is a 'Pet of Yet'
- Does things differently to make the classroom a happy place to be

Salary is Grade 3 points 4-6 depending on experience. The role is fixed term until August 31st 2026.

This is a part-time post, working Monday-Friday 8.45am-3.15pm.

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

If you would like an informal conversation about the role, please contact Adam Osborne, Headteacher by emailing admin@fcia.dgat.org.uk. Visits are welcome with prior appointment.

Closing date for applications is midday on Tuesday 16th December 2025, with an interview date of Thursday 18th (time TBC) and a start date of 5th January 2026.

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

Usual working days and times:	Monday-Friday 8.45am-3.15pm
Work environment	Classroom, various school areas
Dress code:	Smart/casual
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 (Reception)
Responsible to:	Headteacher and class teacher.
Line Management:	Class teacher
Contract Type:	Part time, fixed-term

Overall purpose of this post

The overall purpose of this post is;

- To work under direction of the class teacher to provide high quality learning opportunities for individual children, groups or a whole class
- During the short-term absence of the class teacher, to supervise the class and deliver pre-prepared activities as part of 'First Day Cover'
- To provide general support to the class teacher in the management and organisation of the children and classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all children, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To support children in the development of their spirituality within the context of a C of E setting.

Duties and responsibilities

Children

- To support working relationships with the children, acting as a role model and setting high expectations.
- To support children's learning, mindset and holistic development.
- To meet the personal needs of children whilst encouraging their independence.
- To support children with Special Educational Needs through the delivery of specific learning programmes and to contribute to setting and reviewing individual outcomes commensurate with their position on the Graduated Pathway.
- To encourage children to interact and work co-operatively, ensuring all children are engaged in activities.

- To provide support for children's emotional and social needs by encouraging and modelling positive behaviour in line with the Academy's Behaviour Policy.
- To support the development of children's spirituality in line with the Academy's Commitment to Spiritual Growth.
- To follow the school's Feedback Policy and provide specific, timely and relevant feedback to children in accordance with this.

Teachers

- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum.
- On the first day that a teacher might be unexpectedly absent, cover all pre-prepared activities to provide continuity for the children.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lesson as appropriate.
- To work on classroom displays following consultation with the teacher.
- To observe, monitor and evaluate children's responses to learning activities through a range of agreed assessment and monitoring strategies, including the use of the Target Tracker Link app.

The Academy

- To comply with and assist with the development of policies and procedures relating to Child Protection, Health and Safety, Security, SEND/Inclusion and Data Protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To support the ongoing development of the Academy's Christian Character by upholding its Christian Values.
- To accompany teaching staff and children on visits, trips and out of school activities as required within contracted hours; taking responsibility for groups of children under the supervision of the teacher.
- To assist with the general pastoral care of children, including helping children who are unwell, distressed or unsettled.
- To assist in the training and development of staff.
- To adhere to school policy on Equality and Diversity.

The Curriculum

- To assist in the development of children's skills across the curriculum,

- To assist in developing children's literacy skills, modelling appropriate spelling, grammar and punctuation in both spoken and written language
- To develop resources as necessary to support learning activities, taking into account pupils' interests, starting points and cultural capital.
- Undertake broadly similar duties commensurate with the level of the post, as required by the Head Teacher.

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		
Good relationships with children and adults	x	
Maintains confidentiality	x	
Creativity	x	
Kind, courteous and caring	x	
Commitment to fulfilling the Academy's Vision and Curriculum Vision	x	

Commitment to upholding the Academy's Christian Values	x	
Commitment to safeguarding children, families and staff	x	
A desire to improve own practice and acquire new skills	x	
A passion for reading, with a desire to support the continued development of FCIA's 'Embedded reading culture'		x
Experience		
Working with children or young people in EYFS/KS1	x	
Supporting children's learning in an educational setting		x
Knowledge and understanding		
The requirements of the EYFS and KS1 National Curriculum	x	
Strategies to facilitate children's progress and attainment		x
Qualifications and training		
A positive approach to gaining qualifications, and continuous professional development	x	
First Aid qualification		x

Safeguarding training		x
GCSE Grade 4/C (or equivalent) or above in English and Maths		x
Skills and attributes		
Can follow instructions, policies and procedures, but also use initiative when necessary	x	
Effective communication skills (with colleagues, children and parents)	x	
Ambitious expectations for children's learning	x	
Can adapt provision in order to meet children's diverse learning needs		x
Personal qualities		
Superb role model as a learner; committed, excited by learning, enthusiastic and resourceful.	x	
Values children as individuals; can nurture, assess and challenge children to get the best from them.	x	
Committed to ensuring that every child reaches their full potential.	x	
Flexible and shows initiative.	x	
Willingness to contribute to the wider life of the school		x