



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential

Teaching Assistant
Recruitment Pack
Lakefield C of E Primary School





Dear Applicant,

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

Lakefield C of E Primary School 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.lakefield.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 **Wednesday 18th March at 12pm** (noon). Interviews are scheduled to take place the **week beginning 23rd March** (date TBC).

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

Yours faithfully

Ian Williams
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint an

Teaching Assistant

Lakefield C of E school is seeking a dedicated and enthusiastic Teaching Assistant to join our team. The successful candidate will work under the direction of class teachers to support high-quality teaching and learning across the school.

The post is offered as a salary of Grade 3, depending on experience, and will be on a fixed-term basis as it is linked to an EHCP for a pupil.

This is a full-time post for 27.5 hours per week.

Further details and an application form can be downloaded from the vacancy area of our website www.dgat.org.uk/vacancies.

If you would like an informal conversation about the role, please contact Ian Williams (Headteacher) on 01452 740205 or email finance@lakefield.dgat.org.uk.

Closing date for applications is **Wednesday 18th March at 12pm.**

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

Usual working days and times:	Monday-Friday, 8:30-15:15pm
Work environment	School, classrooms
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>



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
Contract Type:	Full-time, fixed term

Overall purpose of this post

Lakefield C of E Primary School is looking to recruit a dedicated teaching assistant who strives to make a difference to join our thriving school.

We are looking to recruit a teaching assistant who shares our vision and ambitions for the young people of this community and who understands that quality teaching and learning improves outcomes for all children socially and academically. This is a great opportunity for the right candidate, and they will be joining a school that will encourage individuals to shine brightly.

You will be joining:

- A wonderful school situated in the Severnside village of Frampton-On-Severn, with its historic churches and houses within close proximity of the canal.
- The Lakefield family; a community of supportive and caring individuals who strive for the absolute best and cherish each and every individual.
- A highly motivated and passionate group of staff who work in the best interests of the children.
- A school that understands the importance of staff development and well-being. We promote the opportunity to receive high-quality professional development by working

with our DGAT family and other well-regarded CPD programmes to maintain high standards and expectations in all areas of school life.

- Staff who care for the children and more importantly, each other.
- At Lakefield, we are a light in the community, providing a caring and safe environment where everyone can reach their full potential.

1. Generic to all Teaching Assistants:

1.1. You are to carry out the duties of a Teaching Assistant as set out in the Pay and Conditions documentation to the required Teachers Standards

1.2. To facilitate, encourage and role model learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.

1.3. All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values.

1.4. All staff will be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.

1.5. All staff will take an active role in the School Self Evaluation process.

1.6. All staff are expected to actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.

1.7. all staff will support pupils with special education needs.

1.8. all staff will maintain confidentiality and safeguard the welfare of all pupils.

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		
Good literacy and numeracy skills	x	
NVQ Level 2/3 or equivalent qualification in teaching and learning or shows commitment to achieving at least Level 2	x	
Experience		

Experience in teaching in Primary phases or EYFS		x
Experience as a Teaching Assistant or 1:1 support for a pupil		x
Experience of working in a church school		x
Evidence of exceptional progress made by individuals and groups		x
Professional knowledge, understanding & skills		
Ability to build positive relationship with children and staff	x	
Effective communication and team skills	x	
Understanding of the importance of safeguarding and confidentially	x	
Understanding of the curriculum and learning strategies		x
Awareness of strategies to support pupils with SEND		x
First Aid or relevant training		x
Teaching & Learning		
Support the class teacher in delivering high quality learning	x	
Work with individual pupils or small groups to reinforce learning and provide targeted support	x	
Prepare and maintain classroom materials	x	
Help manage pupils' behaviour in line with behaviour policy	x	
Supervise pupils during playtimes and lunchtimes	x	

Evidence of CPD		x
Assessment & Monitoring		
Use assessment to set targets for pupils		x
Use effective monitoring techniques to ensure targets are met		x
Ability to communicate pupils' progress effectively to class teacher	x	
Knowledge of CPOMS and PiXL		x – training will be provided
Qualities		
Sympathetic to our Christian ethos	x	
Ability to work under pressure and prioritise effectively Ability to sustain	x	
Personal motivation and commitment to continued professional development of self	x	
Good personal presence	x	
Willingness to participate in the life of the whole school	x	
Excellent references	x	
Willingness to take initiative and adapt to changing needs within the school		x
Commitment to the school's ethos and values		x
Additional Requirements		
Commitment to safeguarding and equality at all times	x	
Commitment to confidentiality at all times	x	