



**Teaching Assistant
Recruitment Pack
St James CofE Junior School**





Dear Applicant,

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

St James CofE Junior 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.st-james-junior.co.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 23rd February 2026. 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

Emma Gardiner

Headteacher

The Diocese of Gloucester Academies Trust seek to appoint an

Teaching Assistant

St James' C of E Junior are looking to appoint a caring, energetic and enthusiastic Teaching Assistant to work throughout the school on a fixed term contract until 31st July 2026.

Applicants will be able to demonstrate that they can plan and support the delivery of a highly stimulating learning experience to ensure that all children flourish and foster a love of learning.

The successful applicant will be able to motivate and inspire children and work successfully as part of our team. They will be expected to have the vision, energy and dedication to support the delivery of outstanding outcomes for all learners.

We are looking for someone who shares our vision for the future of our school and is committed to working hard in order to achieve this.

We seek to appoint a caring and skilled Teaching Assistant to join our team.

This role is for fixed term commencing as soon as possible and continuing until 17th July 2026.

We are looking for an outstanding individual who:

- Has the ability to motivate and inspire children
- Is able to work successfully as part of a team and contribute to the planning and delivery of an exciting and creative curriculum.
- Is able to contribute to the assessment of pupils across all aspects of learning within the group
- Has the vision, energy and dedication to support the delivery of outstanding outcomes for all learners

- Has the ability to build relationships with parents, carers and other professionals
- Has the vision, creativity and drive to contribute to the wider life of the school
- Is fully supportive of the Christian vision, values and ethos of the school

We Offer:

- The opportunity to work in a multicultural, highly ambitious school
- Excellent professional development opportunities within a highly successful family of schools
- The opportunity to work collaboratively with other professionals from across our family of schools to develop outstanding practice.

We are looking for a teaching assistant who has the creativity and drive to contribute to the wider life of the school and support the Christian vision, values and ethos of our school.

The post is offered as a salary of NJC G3-5 (depending on experience) on a fixed term basis.

This is a full-time post for 32.5 hours a week over 38 weeks plus 1-week INSET days (term time only)

If you would like an informal conversation about the role, please contact Sarah Wheeler, School Business Manager on 01452 520714 or email finance@sjjs.dgat.org.uk

Closing date for applications is **23rd February 2026**

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

Usual working days and times:	5 days a week. 8:30am to 3:30pm with 1 hour for lunch
Work environment	Classroom/school environment
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:	Fixed term

Overall purpose of this post

Job Purpose: All teaching assistants will work to promote the educational excellence and a love of learning for all children, within a caring and supportive Christian ethos.

- To work with pupils under the direction of the class teacher as a whole class, in small groups and one to one as appropriate.
- To contribute to a safe, purposeful and stimulating environment for pupils rooted in mutual respect and adhere to the school's agreed framework for behaviour management using praise, sanctions and rewards consistently and fairly.
- To work closely with classroom teachers and other teaching assistants to provide a stimulating, safe and caring learning environment appropriate to the needs of the children.
- To work as a team member to promote the physical, emotional, intellectual and social development of the children in the school.
- To contribute to the production and preparation of teaching and display materials, including the preparation and/or modification of teaching materials to meet the needs of individual pupils or groups of pupils.
- To assist the class teacher with observations, the monitoring of pupils' progress and the identification and preparation of appropriate materials and resources for teaching or display purposes.
- To attend to pupils' personal needs, including social and health training, hygiene and basic first aid.

- To keep accurate records of children's development and progress and share them with the parents, the child and other professionals as necessary.
- To promote and reinforce academy policies, practices and procedures, including an understanding of safeguarding, child protection and health and safety responsibilities.
- To maintain confidentiality with regards to any information about the children, their families or academy business, including staff matters.
- To take responsibility as required for any activity under the authority and direction of the Teacher, SLT or Headteacher, for example, school visits
- To supervise play and lunchtimes.
- Perform any reasonable duties as requested by the Headteacher.

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		
NVQ3 for Teaching Assistants and/or other relevant qualifications		X
GCSE English and Maths, Grade C of above (or equivalent)	X	
First Aid trained		X
Experience		
Knowledge and understanding of the needs of young children and how to effectively support their learning across the curriculum	X	
An understanding of phonics and the ability to teach phonics to children with a range of phonic skills	X	
Understanding of current good practice in learning and development	X	

Knowledge of effective strategies to include, and meet the needs, of all pupils		x
High expectations for pupil learning and behaviour and the ability to promote independent learning and good conduct through self-discipline	x	
Understanding of how to work flexibly as part of a team and in partnership with parents, teacher and other professionals	x	
Knowledge of effective strategies to include, and meet the needs, of all pupils	x	
Ability to use ICT effectively	x	
A commitment to the role of parents as co-educators	x	
An understanding and commitment to safeguarding policies and procedures	x	
Personal qualities		
A warm, caring and positive approach to children's learning	x	
A commitment to children's personal development	x	
Excellent communication and interpersonal skills	x	

The ability to work collaboratively as an outstanding team member	X	
A calm and consistent approach, and the ability to be flexible and use initiative	X	
Willingness to fully contribute to the wider life of the school and trust	X	
Additional Requirements		
An enhanced DBS will be required prior to appointment	X	
Excellent and unequivocal references	X	