THE DIOCESE OF GLOUCESTER ACADEMIES TRUST

unlocking potential







KS2 SEN Teaching Assistant

Recruitment Pack

St David's CofE Primary School



Dear Applicant,

Thank you for your interest in the post of KS2 SEN Teaching Assistant.

St David's CofE 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 25 primary schools within the Trust family, including 23 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.stdavidsprimaryschoo.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 **18 November at midday**. Interviews are TBC.

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

Yours faithfully

Mark Hilliam
Headteacher

Diocese of Gloucester Academies Trust. Registered Office: Hardwicke Parochial Primary Academy, Poplar Way, Hardwicke. GL2 4QG. Registered in England. Company Number: 08149299

The Diocese of Gloucester Academies Trust seek to appoint a

KS2 SEN Teaching Assistant

St David's CofE Primary School is looking for a KS2 SEN Teaching Assistant to join our school team and support pupil learning in class.

The successful candidate will:

- Have the ability to build supportive relationships with children providing the necessary guidance and instruction to help pupils grow towards achieving their full potential
- Be patient and have a positive attitude
- Be able to work as a team, on their own initiative and be a clear communicator.
- Have good behaviour management skills and a variety of behaviour management strategies.
- Work closely with the class teacher and SENDCo to support the children's needs.
- Be enthusiastic and willing to contribute to the busy life of the school.
- Have experience of working within a primary school and as a teaching assistant.
- Have flexibility around working hours.
- Be supportive of the Christian ethos of the school

The post is offered as a salary of Grade 3 Point 5 pro-rata on a fixed-term basis, as it is linked to the EHCP of a pupil.

You will work 16.66 hours per week, Monday – Friday from 8:40am-12:00pm.

Further details and an application form can be downloaded from our website: www.stdavidsprimaryschool.co.uk/our-school/vacancies/ or from the Trust website: www.dgat.org.uk/vacancies

If you would like an informal conversation about the role, please contact the school office on 01608 650521 or email office@sda.dgat.org.uk

Closing date for applications is 18 November at midday. Applications should be sent to recruitment@dgat.org.uk

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

Usual working days and times:	Monday-Friday, 8:40-12:00
Work environment	Classroom, playground, corridors
Dress code:	Smart/casual
Employee benefits:	Free and confidential employee assistance programme available 24/7 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 A range of clear and supportive policies.

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-two primary, one junior and two infant schools within the Trust. Twenty-three 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

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- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	KS2 SEN Teaching Assistant
Responsible to:	Class Teacher/SENDCo and Senior Staff Team
Line Management:	Headteacher
Contract Type:	Permanent

Overall purpose of this post

To work under the guidance of the class teacher, SENDCo and senior staff team to support and assist. To support the class teacher with their responsibility for the development and education of children.

Main duties and responsibilities

- Assist in the educational and social development of pupils under the direction and guidance of the class teachers and SENDCo.
- Assist in the implementation of My Plans for pupils and help monitor their progress.
- Provide support for individual pupils and groups of pupils, inside and outside the classroom to enable them to fully participate in activities.

Assist through:

- Clarifying and explaining instructions
- Ensuring pupils are able to use equipment and materials provided
- Assisting in motivating and encouraging pupils as required
- Promoting the independence of pupils to enhance learning
- Helping pupils to stay on task

Other Duties

- Work with other professionals as necessary
- Assist class teachers with assessment and maintaining pupil records
- Be aware of school policies, procedures and of confidential issues
- Under the direction of the class teacher, and following appropriate risk assessment, assist with off-site activities

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- Set challenging and demanding expectations, and promote self-esteem and independence
- Establish a good relationship with the named pupil and other pupils, acting as a role model and being aware of and responding to the needs of individuals
- Share good practice with other staff, both from within our setting and from other educational settings
- Be aware of the National Teaching Assistant Standards and use these to support your work
- Take part in relevant staff development training
- Undertake other such duties and assume other such responsibilities as may from time to time be reasonably assigned 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.

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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		
Teaching Assistant Qualifications NVQ Level 2	**x**	
Teaching Assistant Qualification NVQ Level 3 or working towards		**x**
GCSE or equivalent in Maths and English	**x**	
Experience		
Experience working in a primary school setting	**x**	
Behaviour management training		**x**
Appropriate knowledge of First Aid		**x**
Personal qualities		
Friendly and approachable with strong written and oral communication skills	**x**	
Well-motivated with the ability to use own initiative	**x**	
Excellent organisational skills and attention to detail	**x**	
Flexible and co-operative team workers	**x**	
Reliable and punctual	**x**	

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Able to work efficiently and accurately under pressure and to prioritise tasks	**x**	
Confident in dealing with a variety of stakeholders	**x**	
Professional and honest	**x**	
Additional Requirements		
A DBS will be required prior to appointment	**x**	
Good health and attendance record	**x**	
Excellent and unequivocal references	**x**	
Current driving license and personal transport	**x**	

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