

Teaching Assistant

Hardwicke Parochial Primary School

Dear Applicant,

The closing date for completed applications is 1st December 2023.

Interviews are scheduled to take place on the week beginning 18th December 2023.

To submit your application please email the completed form to [admin@hardwicke.gloucs.sch.uk](mailto:admin@hardwicke.gloucs.sch.uk) before the closing date.

Yours faithfully.

Miss Sharon Cale

The Diocese of Gloucester Academies Trust seek to appoint a

**Teaching Assistant**

This is a full or part-time position.

We are looking for an enthusiastic teaching assistant to join our hardworking team. We have a range of roles available both full-time and part-time. We would like to work with the successful candidates to adapt the post to suit the needs of themselves and the school.

We have high expectations of our staff and children and need an ambitious teaching assistant who will live out our vision and values.

**The role requires**

* The ability to cooperate with others and strong teamwork
* High expectations from the pupils and yourself
* Ability to communicate clearly both orally and in writing
* Enthusiastic and promote enjoyment in learning
* Assist children on an individual basis, in small groups and whole class work
* Explain tasks simply and clearly and foster independence
* Supervise children, and adhere to defined behaviour management policies

**We can offer**

* Support for all staff alongside excellent professional development
* A dedicated team
* Enthusiastic, motivated and happy children

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 Mrs Jen Panton (SENDCO) on 01452720538 or email [admin@hardwicke.gloucs.sch.uk](mailto:admin@hardwicke.gloucs.sch.uk)

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 and social media checks are completed at the shortlisting stage as per guidance from KCSIE 2022.

Candidates should refer to our school website for our approaches to safeguarding and child protection:

Our Child Protection and Safeguarding Policy

Staff Code of Conduct:

Safer Recruitment Policy including appointment of ex-offenders

**Job Description**

**Job Title:** Teaching Assistant

**Responsible to:** Miss Sharon Cale

**Line Management:** Mrs Jen Panton

**Contract Type:** Full-time or Part-time – fixed term

**The Overall Purpose of this Post**

To support as a teaching assistant within the school.

**Title (depending on the experience and expertise of the candidate)**

* Teaching Assistant or HLTA

**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 work is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

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 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.

**Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Personal Values** |  |  |
| Committed to actively promoting the Christian ethos and values of the academy | X |  |
| Committed to the Academy's vision | X |  |
| **Qualifications** |  |  |
|  |  | X |
|  |  |  |
| **Experience** |  |  |
| Experience of working with children |  | X |
|  |  |  |
|  |  |  |
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| **Personal Qualities** |  |  |
| Friendly and approachable with strong written and oral communication skills | X |  |
| Well-motivated with the ability to use his/her own initiative | X |  |
| Excellent organisational skills and attention to detail |  | X |
| Flexible and co-operative team worker | X |  |
| Reliable and punctual | X |  |
| 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 licence and personal transport |  | X |

**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 nineteen primary and one infant school within the Trust. Eighteen of the nineteen academies have religious designation as Church of England schools.

The Trust is currently working with a number of schools who are exploring academy conversion. It is therefore anticipated that the Trust will grow in number.

**The vision and ethos of the Trust**

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one another, as well as being outward-facing and engaging with the wider local and national educational agenda. The ultimate aim of the Trust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

In order to support the Trust’s academies, DGAT provides the following support:

* School Improvement
* Christian Character
* HR and Legal
* Finance and Business
* Premises and Insurance
* Compliance and GDPR