



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*

1:1 Teaching Assistant

Recruitment Pack

Primrose Hill CofE Primary Academy



Dear Applicant,

Thank you for your interest in the post of 1:1 Teaching Assistant.

Primrose Hill CofE Primary 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 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 – <https://primrosehillcofeacademy.org.uk> - and the Trust website - [www.dgat.org.uk](http://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 9<sup>th</sup> October 2026 at midday. Interviews are scheduled to take place on 20<sup>th</sup> October 2026.

To submit your application please email the completed form to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) before the closing date.

Yours faithfully

Emma Mignaud  
Headteacher

The Diocese of Gloucester Academies Trust seek to appoint a

### **1:1 Teaching Assistant**

We are seeking a qualified Teaching Assistant to support the learning of an individual child in Reception.

The successful candidate will work with the class teaching team and will be responsible for supporting individual and groups of children. We are seeking applicants who are team players with good communication skills, a high level of commitment and initiative. The appointed person will work closely with the SENCO, professional and external agencies and parents.

This position is a full-time post for 27.5 hours a week, and the working hours are from 8:30am-12pm and 1pm-3pm, Monday to Friday.

This post is offered on a salary of Grade 3.

The position is fixed term, as it is linked to the EHCP funding for a pupil at the school.

Further details and an application form can be downloaded from the vacancy area of the DGAT website: [www.dgat.org.uk/vacancies](http://www.dgat.org.uk/vacancies)

If you would like an informal conversation about the role, please contact Emma Mignaud, Headteacher, via email on [head@prh.dgat.org.uk](mailto:head@prh.dgat.org.uk)

Closing date for applications is **9<sup>th</sup> October 2026 at midday.**

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

|                               |                                                                    |
|-------------------------------|--------------------------------------------------------------------|
| Usual working days and times: | Monday-Friday, 8:30-3pm                                            |
| Work environment              | Classroom, playground                                              |
| Dress code:                   | Smart/casual                                                       |
| Employee benefits:            | Free and confidential employee assistance programme available 24/7 |

|  |                                                                                                                                                                                                                                                                                                        |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a></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-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

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

## Job Description

|                  |                             |
|------------------|-----------------------------|
| Job Title:       | 1:1 Teaching Assistant      |
| Responsible to:  | Class Teacher               |
| Line Management: | SENDCo/Headteacher          |
| Contract Type:   | Fixed-term (linked to EHCP) |

## Overall purpose of this post

- Play a key role in the continued development of an individual child, working closely with the class teacher and the Special Educational Needs Coordinator (SENCO).
- Work with parents, key agencies and the child to ensure effective inclusion.
- Keep up-to-date with national strategies for supporting pupils with SEN.

## Main Duties and Responsibilities:

- Comply with the policies and procedures relating to safeguarding, child protection, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the designated safeguarding lead
- Contribute to the overall ethos, aims and work of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend TA meetings

- Attend and participate in meetings and in-service training activities as required
- Provide support for SEND pupil inside and outside the classroom to enable them to access learning
- To support the teacher in adapting resources to make them accessible for identified SEND pupil
- To undertake routine feedback in line with school policy
- To contribute to annual reviews for the pupil's EHCP as necessary and help monitor their progress
- To be fully engaged with the EHCP for the individual pupil
- To deliver specific targeted intervention programs to meet the needs of the individual pupil as directed by the class teacher
- To work collaboratively with other professionals, such as educational psychologists, Advisory Teaching Service and other TAs as part of a professional team as necessary
- To accompany teaching staff and pupils on visits and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher
- To assist with carrying out risk assessments for activities undertaken by the individual pupil; ensuring their safety and wellbeing
- Administrative duties
- Prepare and present displays of pupils' work
- Support class teachers in photocopying and other tasks to support teaching
- Prepare and maintain visual timetables for the individual pupil
- Maintain a communication system, as required, with the parents/carers of the individual pupil, under the direction of the class 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 |
|------------------------------------------------------------------------------|-----------|-----------|
| <b>Personal Values</b>                                                       |           |           |
| Committed to actively promoting the Christian ethos and values of the school | <b>x</b>  |           |
| Committed to the school's vision                                             | <b>x</b>  |           |
| <b>Qualifications</b>                                                        |           |           |
| NVQ Level 2 Supporting Teaching and Learning in                              | <b>x</b>  |           |

|                                                                                                                  |          |          |
|------------------------------------------------------------------------------------------------------------------|----------|----------|
| Schools, or equivalent (with evidence)                                                                           |          |          |
| SEND qualifications                                                                                              |          | <b>x</b> |
| NVQ Level 3, or working towards qualification                                                                    |          | <b>x</b> |
| <b>Experience</b>                                                                                                |          |          |
| Classroom experience of working with children, including those with SEND, in either a paid or voluntary capacity | <b>x</b> |          |
| Classroom experience of working with KS1 children, either in a paid or voluntary capacity                        | <b>x</b> |          |
| Classroom experience of the National Curriculum                                                                  |          | <b>x</b> |
| Experience of supporting children through a speech and language programme                                        |          | <b>x</b> |
| Sound knowledge of phonics                                                                                       |          | <b>x</b> |
| Experience of supporting children in early Maths development                                                     |          | <b>x</b> |
| <b>Skills and Knowledge</b>                                                                                      |          |          |
| Knowledge of SEND and the support requirements                                                                   | <b>x</b> |          |
| Knowledge and understanding of a broad and balanced curriculum                                                   | <b>x</b> |          |
| Ability to work to the teacher's instructions                                                                    | <b>x</b> |          |
| Ability to liaise with parents and families                                                                      | <b>x</b> |          |
| Commitment to providing high-quality childcare                                                                   | <b>x</b> |          |

|                                                                     |   |   |
|---------------------------------------------------------------------|---|---|
| Ability to work using own initiative                                | x |   |
| Competent in the use of IT                                          | x |   |
| Able to work as part of a team                                      |   | x |
| Able to manage behaviour                                            |   | x |
| <b>Personal qualities</b>                                           |   |   |
| Strong organisational skills                                        | x |   |
| Excellent communication and interpersonal skills                    | x |   |
| Excellent time management skills                                    | x |   |
| Calm in manner and approachable                                     | x |   |
| Commitment to equal opportunities and inclusion                     | x |   |
| Willing to learn and self-develop                                   | x |   |
| Patient, with the ability to remain calm in challenging situations  | x |   |
| Empathetic                                                          | x |   |
| Ability to deal with sensitive information in a confidential manner | x |   |
| Flexible approach to work                                           |   | x |