



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Teaching Assistant
Recruitment Pack
Coaley CofE Primary Academy





Dear Applicant,

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

Coaley 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 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 [Coaley Church of England Primary Academy - Home](#) 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 **Friday 20th March 2026 at 12 noon**. The interview date is to be confirmed.

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

Yours faithfully

Jen Thomas
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint an

Teaching Assistant

Coaley CofE Primary Academy is a small school set in an idyllic village. We are proud members of the DGAT family. We are an ambitious and growing school with currently 79 pupils on roll, within 3 mixed classes.

We are seeking to appoint a part-time Teaching Assistant to support the learning of pupils.

The overall purpose of this post is to:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Why join Coaley Family?

- A supportive and inclusive working environment
- Excellent opportunities for personal and professional development
- Fantastic children who are eager to learn
- A family community

The post is offered as a salary of Grade 3, Point 4 on a permanent basis.

This is a part-time, permanent post for 21 hours a week.

Term time only, working 38 weeks per year.

Further details and an application form can be downloaded from the vacancy area of our website [Coaley Church of England Primary Academy - Vacancies](#).

If you would like an informal conversation about the role please contact Jen Thomas, initially by email at head@coaley.dgat.org.uk

Closing date for applications is **Friday 20th March 2026 at 12 noon.**



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

Usual working days and times:	Monday - Friday
Work environment	Classroom
Dress code:	Smart
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> <p>An annual wellbeing survey and access to an online wellbeing toolkit.</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:	SENDCO/Class teacher
Line Management:	Headteacher
Contract Type:	Permanent

Overall purpose of this post

To work under the instruction/guidance of teaching/senior staff to support the children's educational development.

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		
Basic skills in English and Maths, GCSE or equivalent	X	
NVQ or equivalent childcare qualification, ICT skills		X
Commitment to continuing own professional development.	X	
Experience		
Knowledge of primary aged children		X
Knowledge of the primary curriculum		X
Experience of EYFS		X
Experience of KS1 and KS2		X
Previous SEND experience		X
Good experience of inclusion and supporting the learning of children with a variety of needs.		X

Personal qualities		
Good written and oral skills	X	
Well-motivated with the ability to use own initiative	X	
Excellent organisational skills and attention to detail	X	
Able to work within a team	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	
Ability to inspire and nurture children.	X	
Ability to work flexibly and collaboratively within a team and know when to seek the advice and support of colleagues.	X	
Safeguarding (Training will be given)		
Secure awareness of child protection procedures.		X
Commitment to promoting the welfare of all children.	X	