



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential

Teaching Assistant and MDSA
Recruitment Pack
Longney CofE Primary Academy





Dear Applicant,

Thank you for your interest in the post of teaching assistant and Midday Supervisory Assistant.

Longney 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 - [Longney 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 Monday 8th September 2025 at 9am. Interviews are scheduled to take place on Wednesday 17th September.

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

Yours faithfully

Heather Francis
Executive Headteacher

The Diocese of Gloucester Academies Trust seek to appoint a teaching assistant and Midday Supervisory Assistant to join our team at Longney C of E Primary Academy on a permanent contract to start as soon as possible after interview. The successful applicant will be flexible, have high expectations, be hard working and able to use initiative whilst also working under the direction of others. In return, we can offer you a positive and caring work environment within a beautiful setting and amongst a fantastic community of staff, children and parents.

The post will be 16.5 hours per week as a teaching assistant. The working hours for this will be 08.30 – 12.00 every day with an unpaid break of 15 minutes each day (1 of these breaks is paid each week and you will cover break duty during this paid time). The post also includes 1 hour per day in an MDSA role, supervising children at lunchtime (5 hours per week). The working hours of this will be 12 – 1pm every day. Both posts will be paid at Grade 3, points 4-6, £24,404 - £25,183 pa pro rata. The posts are offered on a permanent basis.

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

If you would like an informal conversation about the role, please contact Heather Francis, Executive Headteacher, on 01452 720 461 or email head@longney.dgat.org.uk

Closing date for applications is **Monday 8th September 2025 at 9am.**

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

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>
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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

POST: Teaching Assistant

PAY RANGE: Grade 3 Points 4-6, £24,404 - £25,183 pa pro rata.

Job Purpose: Working under guidance to implement work programmes for individuals/groups to improve their progress and attainment. To support the teacher in the management and preparation of learning in the classroom to ensure pupils make progress.

Line Manager: Headteacher

Responsible to: Class teacher and Headteacher

Contract Type: Permanent

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPIL:

- Provide care and support inside and outside the classroom for pupils during the school day.
- Form caring, purposeful and professional relationships with pupils, acting as a role model and setting high expectations.
- Monitor and evaluate pupils' responses to learning and accurately record achievement and progress as directed, providing feedback to pupils in relation to progress and achievement and marking work with guidance from the teacher and in accordance with school policy.
- Withdraw identified students from some classes and work with them on either a one-to-one basis or in a small group to support their learning and to develop language and literacy, numeracy and social skills.
- Facilitate small group work for pupils in the classroom alongside the teacher.
- Support pupils through assessments, tests and examinations, in line with school procedures and as agreed with examining bodies.
- Assist with students' personal, behavioural and social development through appropriate guidance and advice within the context of the teacher's overriding responsibility for behaviour management in the classroom. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents.
- Accompany students on trips, visits and out of school activities as required within working hours.

- Implement agreed learning activities, adjusting them to pupils' responses and needs, with support from the teacher.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.

SUPPORT FOR THE TEACHER:

- In collaboration with class teachers, support the assessment and reporting of pupils' development and progress.
- Prepare work and activities in advance of the lesson (within employed hours) e.g. using photocopier, laminator, changing displays, making labels, signs, ordering of resources and undertaking practical tasks to maintain a good standard of classroom appearance and an appropriate learning environment.
- Provide general clerical / admin support e.g. produce worksheets for agreed activities.
- Assist staff in the acquisition and preparation of resources, preparing them with the support and guidance of the teachers to ensure differentiated material is available for pupil/s.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy.
- To attend and participate in meetings as appropriate (within working hours).

SUPPORT FOR THE SCHOOL:

- Be aware of and comply with school policies and procedures, particularly relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference, and ensure all SEND students have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers to support the achievement and progress of students.
- To support playground/break time/lunches and lunch playtime supervision, when necessary (within employed hours).
- Administer first aid as appropriate.

- To participate in training and other learning activities offered by the school to further knowledge (within employed hours).
- To carry out all duties in accordance with the School's Equal Opportunities Policy.

Other

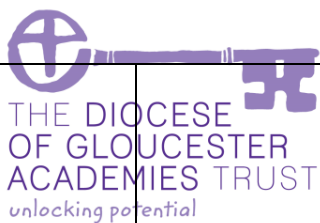
The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their 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
Qualifications	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> good basic education to GCSE level in English and maths, or the equivalent. 	<p>The Teaching Assistant might have:</p> <ul style="list-style-type: none"> First Aid Qualification Teaching Assistant Level 3 qualification or equivalent in Childcare
Experience	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> Experience of working with young children in a paid or voluntary capacity. 	<p>In addition, the Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar. Experience of supporting children's learning.
Knowledge and Understanding	<p>The Teaching Assistant should have existing knowledge and understanding of:</p> <ul style="list-style-type: none"> the needs of young children child development and the ways in which children learn behaviour management strategies equal opportunities safeguarding 	<p>The Teaching Assistant might have existing knowledge and understanding of:</p> <ul style="list-style-type: none"> First Aid SEND
Skills	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> assist children on an individual basis, in small group and whole class work adapt planned work to make it accessible to children explain tasks simply and clearly and foster independence monitor, record and make basic assessments about individual progress supervise children and manage behaviour effectively, adhering to defined behaviour management policies accept and respond to authority and supervision work with guidance, but under limited supervision liaise and communicate effectively with others demonstrate good organisational skills reflect on and develop professional practice display work effectively, and make and maintain basic teaching resources. 	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> suggest alternative ways of helping children if they are unable to understand identify gaps in their own experience that they need help in filling. demonstrate the ability to learn and adapt from past experience.



Personal Qualities	Committed to actively promoting the vision of the school and Trust as well as the Christian ethos and values of the school.	
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