



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential

SEN Teaching Assistant

Recruitment Pack

Hatherley Infant School and Nursery





Dear Applicant,

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

Hatherley Infant School and Nursery 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.hatherley-inf.gloucs.sch.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 **16th October 2026 at midday**. Interviews are scheduled to take place on 23rd October 2026. With a start date of asap.

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

Yours faithfully

Freya Briggs
Headteacher

The Diocese of Gloucester Academies Trust seek to appoint a

SEN Teaching Assistant

Are you patient, positive and passionate about helping children thrive?

We are looking for a caring and enthusiastic SEN Teaching Assistant to join our friendly and supportive school team.

The successful candidate will work closely with pupils with special educational needs, helping them to access learning, develop their confidence and independence, and enjoy being part of school life.

We are looking for someone who:

- Is warm, patient and nurturing
- Has high expectations for every child
- Can build positive and trusting relationships with children
- Understands that children may communicate their needs in different ways
- Can provide individual or small-group support
- Is flexible, calm and able to respond positively to children's needs
- Works well as part of a team and follows guidance from teachers and SENCO
- Is committed to safeguarding and promoting the welfare of children

We can offer:

- A warm, welcoming and highly inclusive school
- Children who are keen to learn
- Opportunities to develop your skills and experience
- Collaboration with, and support from schools across the Trust
- Access to our Employee Assistance Programme
- A school where inclusion and the individual needs of every child matter
- A rewarding role where you can make a genuine difference to a child's school experience

The post is offered as a salary of Grade 3 on a fixed term basis until 31 August 2027.

This is a part-time post working Monday – Friday for 28.75 hours a week.

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 the school on 01452 522027 or email admin@his.dgat.org.uk

Closing date for applications is **16th 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, 2 hours per day
Work environment	Across school site
Dress code:	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



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

Job Description

Job Title:	SEN TA
Responsible to:	SENCo
Line Management:	SENCo
Contract Type:	Fixed Term until 31.08.27

Overall purpose of this post

Main purpose

Teaching assistants will:

- Work with SENCo/class teachers in delivering programmes of teaching and learning activities for children identified as needing 1:1 support
- Undertake educational activities with individuals, within a framework agreed, and under overall direction and supervision of a qualified teacher
- 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

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of the individual student
- To be aware of a pupil's challenges/needs, achievements, progress and report to the teacher
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Attend and participate in relevant meetings as required
- Establish constructive relationships with parents/carers and work with parents to enhance pupils learning

- Undertake any other relevant duties given by the class teacher

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Undertake basic First Aid if required

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other areas of responsibility

- Undertake routine marking in line with school policy
- Contact parent/carer should an incident arise
- Playtime/lunch duties
- Supervise pupils on visits/trips as required

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		
High standard of written and spoken English	x	
Good basic skills in Mathematics	x	
Qualified Teaching Assistant Status (NVQ Level 2 or above)	x	
First Aid		x
Experience		
Experience of supporting children with SEND	x	
Experience of delivering intervention programmes		x
Experience of supporting pupils with English as an additional language		x
Knowledge & Understanding		
Understand the needs of young children	x	
Knowledge of child development and the ways in which children learn	x	
Strategies to promote positive behaviour	x	
The importance of confidentiality	x	
Safe working practices	x	

Knowledge of synthetic phonics e.g. Read Write Inc.		x
Strategies to promote positive behaviour		x
Skills & Abilities		
Good communication skills	x	
Patience, kindness and a genuine interest in nurturing children	x	
An empathetic approach towards parents; the ability to establish good working relationships	x	
Able to support colleagues to achieve objectives, use initiative and make decisions	x	
Adaptability, flexibility and the ability to work as part of a team	x	
Willingness to take part in training (e.g. Child Protection).	x	
Able to act as a positive role model	x	
Readiness to contribute ideas and suggestions to help support children in their learning	x	
Confidence in dealing with children		x
Understanding of and commitment to school improvement		x

Additional Requirements		
Commitment to equalities and safeguarding	x	
This post is subject to a satisfactory enhance DBS disclosure	x	