

Gloucester Academy
Painswick Road,
Gloucester,
GL4 6RN

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Email: info@gloucesteracademy.co.uk



Dear candidate

Thank you for your interest in the role of Teaching Assistant at Gloucester Academy. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

Gloucester Academy ensures that students and staff can develop and learn in a disruption free environment with exceptional standards. Our school is dedicated to the achievement of all and as such we provide exceptional training and education not only for our students but also for our staff whom we value equally.

Gloucester Academy has an exceptional track record of improvement with results last year making us the 11th most improved school in the country. In our latest Ofsted inspection Gloucester Academy achieved Outstanding in Personal Development and Good in every other category putting it above the vast majority of schools in the area. Our Ofsted result is a testament to the dedication of all staff in the school, the students and the support of the community. Gloucester Academy is an exceptional and incredibly successful school and is looking for like minded individuals who are committed to making a difference.

We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds whilst maintaining close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and exciting challenges. At Gloucester Academy we make a real difference to the lives of all we serve.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our ['Why you should work for GLT'](#) recruitment brochure on our jobs portal.

Gloucester Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Raj Patel, rapatel@gloucesteracademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and

ences support and reflect ours.



Yours sincerely

Phillipa Lewis, Headteacher

ABOUT OUR SCHOOL

At Gloucester Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Gloucester Academy a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

GREENSHAW LEARNING TRUST EMPLOYEE BENEFITS

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme ●
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

TERMS AND CONDITIONS

SALARY

Salary calculated in line with NJC pay scale, points Grade C, Points 4-6, £25,185 -£25,989 FTE, actual salary £21,719 - £22,412 per annum. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment.

HOURS OF WORK

Monday to Friday, 36.00 hours per week, term time only, plus INSETS.

PLACE OF WORK

Gloucester Academy, Painswick Road, Gloucester, GL4 6RN.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The annual holiday entitlement is 23 days plus 2 extra-statutory days

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Teaching Assistant
Responsible to:	SENDCo
Responsible for:	N/A

ROLE OVERVIEW

As a Teaching Assistant you will be passionate about working with children. You will enjoy helping them learn and grow. At Gloucester Academy we are looking for a Teaching Assistant to join us to work alongside the classroom teacher to provide additional support to the whole class or individual students. We are looking for someone who is enthusiastic, patient, and has a positive attitude towards learning. You will be responsible for providing individualised support, building relationships with your student and their family, and working closely with the classroom teacher to create a supportive learning environment.

All of our staff are expected to:

- To contribute to the evaluation of the school's SEN Policy and Inclusion Policy and practice through discussions with relevant staff.
- To attend appropriate in-service training provided by the school or local authority.
- To attend school team meetings and meetings with external agencies as required and to prepare reports for these meetings, if required.

MAIN DUTIES AND RESPONSIBILITIES

- To provide in-class support for all students, focusing on SEND or small groups of students (e.g. 4-5 students), including specialist subject support as appropriate.
- Under the direction of the class teacher, to assist in the management of the whole class through the overt modelling of effective behaviour management techniques.
- Small group intervention.
- Under the direction of the SENDCo, to develop and lead small group work for identified students (e.g. Speech and Language Interventions) and to contribute to the appropriate paperwork for these groups
- To assist in the production of teaching and learning materials for students, including differentiating the materials.
- To provide support, to include personal care, for student(s) experiencing physical or medical difficulties (following training), and physio/transferring of students as appropriate.
- To provide after school support for identified students as required.
- To provide regular feedback to the class teacher and to the SENDCo or the relevant line manager.
- To use appropriate systems for recording the progress of students with behavioural and learning difficulties.
- To provide data and information to inform Annual and Transition Review paperwork, PSP's (Pastoral Support Programme), Student Profile documentation and Academic Reporting.
- To undertake assessment of students and to provide data to the relevant member(s) of staff for analysis.
- To provide support to identified students undertaking tests/exams to enable them to make full use of their access arrangements.

- To play a full part in the life of the school community and to encourage staff and students to follow this example.
- To actively promote school policies and procedures.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate. ● To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment. ● To attend meetings scheduled in the school calendar punctually.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas. To take part in the staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

Qualifications and training		
At least five GCSEs or equivalent which must include at least a C/4grade in maths and English.	x	
Minimum Level 3 vocational training/qualification in the care, development and education of children.	x	
A (or equivalent) degree in a curriculum subject with good classification.		x
Skills and experience		
Experience of using Information Technology to support students in the classroom.	x	
Experience of supporting SEND students in a mainstream classroom environment.	x	
Previous experience of working with children in an educational setting.	x	
Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become self-reliant and independent learners.	x	
Knowledge of SEND including the Code of Practice.	x	
Be dependable, able to follow instructions and respond to management directions.	x	
Good behaviour management.	x	
Excellent communication with children and parents/carers.	x	
Successful experience of working within a Secondary school.		x
Experience with physical disabilities.		x
Personal attributes		
A strong character who is able to organise, motivate and lead students so that they succeed.	x	
A passion and desire to drive things forward.	x	
Commitment to high standards and expectations.	x	
Have a willingness to extend skills through appropriate training.		
High levels of professional integrity.	x	
Demonstrate a commitment to safeguarding and promoting the welfare and development of young people and help demonstrate a positive attitude to helping them achieve their potential	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Sunday 7th December 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.