



# Teaching Assistant RECRUITMENT PACK

Proud to be part of the



# Introduction



Dear Candidate,

Firstly, I would like to take this opportunity to thank you for taking an interest in joining our team at Dene Magna School.

As you explore the information in this pack and consider a visit to our school, we hope you'll see why Dene Magna is such a remarkable place to learn and work. Our school is committed to the goal that "each and every learner shall achieve their maximum potential and enjoy the process," and we take immense pride in our community.

As an outstanding, successful, oversubscribed, and high-achieving inclusive school for students aged 11-18, Dene Magna is full of character, personality, and soul. We are a proud member of the Forest of Dean Trust, which also includes Drybrook Primary School and Forest View Primary School. Nestled in a picturesque setting, our location offers an easy commute from Cheltenham, Gloucester, Hereford, Bristol, and the surrounding cities.

We warmly invite you to arrange a visit to our school for a chat before you apply. Please contact us at 01594 546030 or email [vacancies@denemagna.co.uk](mailto:vacancies@denemagna.co.uk) to set up an appointment. To apply, download our application form from the vacancies page on our website, and send it along with a cover letter detailing why you are the ideal candidate to [vacancies@denemagna.co.uk](mailto:vacancies@denemagna.co.uk) by the closing date. Interviews will be scheduled based on suitability and availability.

This is a wonderful opportunity, and we look forward to hearing from you!

Best regards,

A handwritten signature in black ink, appearing to read 'Declan Mooney', is positioned below the 'Best regards,' text.

Declan Mooney  
Head Teacher



# About the Trust



## Who are we?

The Forest of Dean Trust is built on collaboration, challenge and support. We are passionate about achieving the best possible outcomes for the students and communities we serve.

We are three schools situated in the Forest of Dean, Gloucestershire. Our Schools include Dene Magna (a secondary and sixth form), Drybrook Primary and Forest View Primary schools. All our schools have been graded Good or Outstanding by OfSTED in their most recent inspections.

We are ambitious and want our trust to continue to grow, but we are mindful that this growth should be done at the right pace and for the right reasons.



# About Dene Magna School

Dene Magna is a Secondary and Sixth form school based across two sites in Micheldean and Cinderford. We have around 1,200 students in KS3, 4 and 5.

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

*Each and Every Learner Shall  
Achieve their Maximum Potential & Enjoy the Process*

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity we have been given to influence the lives of young people in the Forest of Dean.

If you visit Dene Magna you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



HeadTeacher - Mr Mooney

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# Job Description

## Teaching Assistant

Part-time - Fixed Term Contract - 25 Hours a week

Grade 4, points 7-10 (£26,403 - £27,694) FTE 0.59, equating to a gross annual salary of £15,578 - £16,340

Reporting to SENCo

### PROFESSIONAL DUTIES AND RESPONSIBILITIES

#### Support for students:

- Develop a detailed knowledge of the particular needs of students with additional needs
- Have a passion for working with/supporting children with SEND
- Provide support for students, ensuring their safety and welfare and accessing learning activities
- Identify specific strategies to support the student (in partnership with the class teacher and SENCO) to learn in a variety of ways, including;
- Clarifying and explaining (but not giving the answer)
- Supporting a student to use the correct equipment
- Assisting in language, behaviour, social skill, reading and handwriting development
- Ensuring work is completed to a high standard
- Developing appropriate resources to support students (in partnership with the class teacher)
- Using small group work, 1:1, withdrawal as methods to help meet the needs of the students
- Establishing excellent relationships with students to promote inclusion and interaction
- Discuss targets set for the students and support their understanding of how to achieve these
- Providing feedback for the student and parents/carers on progress and achievement and commenting on work in exercise books (to also inform the teacher of support given)
- Where needed, accompany students and the department on trips/visits and take responsibility for supervision of groups of students on these trips/visits
- Record notes for parents/tutors in student planners to aid learning and transition
- Be active in class and a visible member of staff

#### Support for teachers:

- Assist the class teacher in developing appropriate resources to support the learning of students
- Provide detailed and regular feedback to the teacher on the progress of students (in books or verbal) and evaluate progress in partnership
- Contribute to the reviews of progress as a key worker for named students (including My Plan, EHCP or reports for outside agencies)
- Promote good behaviour, dealing promptly with any incidents in line with the school policy and the agreement with the specific teacher
- Establish constructive relationships with parents/carers of key students
- Support the department in resource creation and display work



## Job Description

- Advise teachers of the impact of strategies you are developing within a targeted SEN area of expertise
- Communicate effectively with the class teacher/HLTA/SENCO to ensure all staff can benefit from examples of best practice
- Attend department meetings and other training
- Become familiar with the content and demands of the subject up to and including GCSE
- Undertake intervention programmes (where needed) to ensure that students make progress in line with their peers
- Assist with the preparation of resources in the department to ensure that the curriculum can be delivered to all students
- Support organisation of students to ensure key messages are recorded and taken home (e.g. ILT)
- Become familiar with the content and demands of the subjects up to and including GCSE

### Supporting the school:

- Be aware of the latest updates in child protection, health and safety, confidentiality and data protection in school and the processes of reporting any concerns
- Support and uphold all policies in school
- Be proactive with regard to career development and agree to using coaching observations as a means of improving practice (observing others and being observed)
- Participate in professional development opportunities and the performance management system (involving a skills audit and peer observations)
- Attend and participate in meetings as required
- Set the very best example in dress, attendance and behaviours



# Skills and Experience

| Criteria             | Essential   | Desirable   |
|----------------------|---|---|
| Qualifications       | <ul style="list-style-type: none"> <li>• Good level of education, including C, or equivalent grades, in English and Maths</li> </ul>  |   |
| Experience           | <ul style="list-style-type: none"> <li>• A track record demonstrating a commitment in high standards, continuous improvement and quality assurance</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience working with young people</li> </ul>  |
| Knowledge and skills | <ul style="list-style-type: none"> <li>• A commitment to placing teaching and learning at the heart of your work</li> <li>• A commitment to promoting the ethos of Dene Magna with accent on high achievement for all</li> <li>• Ability to empathise with the needs of students and to be firm but fair and effective</li> <li>• Ability to prioritise and manage time effectively</li> <li>• An effective communicator and motivator of students</li> <li>• A team player with the ability to establish good working relationships with staff, students and parents</li> <li>• The ability to set clear expectations and parameters and to hold others accountable for their performance</li> <li>• A commitment to safeguarding the needs of young people</li> </ul> | <ul style="list-style-type: none"> <li>• An understanding of how a secondary school works</li> <li>• Some knowledge of the curriculum at KS3 &amp; KS4</li> <li>• An understanding of the use and potential of ICT to develop learning</li> </ul> |
| Personal qualities   | <ul style="list-style-type: none"> <li>• A positive attitude to continuous improvement</li> <li>• A commitment to ensure each student maximises their potential and enjoys the process</li> <li>• A positive role model to students</li> <li>• A sense of humour</li> <li>• An ability to communicate and work with a range of adults</li> <li>• Hardworking and a team player</li> </ul>   |   |



# Benefits

We believe that to provide the best teaching and learning experience to our students we should invest in our staff, and insure they are supported in delivering great experiences, that will shape our students growth.

Supported by the Trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of all staff, including work-life balance.

## Pension Scheme

At the trust, we value your future. That's why we offer membership to the Local Government Pension Scheme (LGPS) to all staff. The LGPS is one of the UK's largest and most generous public sector pension schemes, providing you with a secure and reliable income in retirement, employer contributions, and a range of valuable benefits for you and your family.

## Other staff benefits

- Competitive, benchmarked salary
- At least 6 INSET days a year
- Protected CPL time
- Supported professional development pathways for all staff
- Excellent leave entitlement for central services trust staff, 25 days a year, increasing to 30 days after 3 years of service.
- Annual leave trading for eligible staff allowing the purchase or sale of up to 5 days leave a year.
- Family-friendly policies
- Flexible working for appropriate roles
- Membership to industry benefit scheme - Blue Lights, offering discount
- Free access to the Gym out of hours at Dene Magna School
- Qualified Level 5 or 7 coaching for employees



# Are you interested?



## Application

To apply for this position, please complete an application form which can be found at <https://www.denemagna.co.uk/page/?title=Vacancies&pid=109>

Please send this application form to [vacancies@denemagna.co.uk](mailto:vacancies@denemagna.co.uk) along with a covering letter explaining why you think you would be a great fit for the position.

Applications must be received no later than **Wednesday 24<sup>th</sup> June 2026 at 9:00am**. Applications received after this date will not be considered. The start date for the position is **1st September 2026**.

If you have any questions about the role, the recruitment process or would like to have a visit of our school and Art department, please contact us on [HR@fodt.co.uk](mailto:HR@fodt.co.uk).

## Interview Process

Interviews will be held **w/c 6<sup>th</sup> July 2026**. Shortlisted candidates 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 - this will be confirmed when we send you an interview schedule nearer the date, along with any prior preparation you can complete.

## Safeguarding

Forest of Dean Trust and its Schools are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

- We have DSL's trained to an enhanced level.
- All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.
- We will conduct online searches (including social media) for all shortlisted candidates.
- Our Child Protection Policy can be found on our website under Policies.

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