



Communicating Love; Inspiring our Community to Flourish



## Candidate Information Pack

Teaching Assistant Level 3 SCP 11 – 14 £25,979 - £27,334 FTE  
32.5 hours p/w Term Time Only plus Teacher Training days (39 weeks)  
St Gabriel's CofE Academy  
Houlton  
CV23 1AN



## Letter from the Headteacher

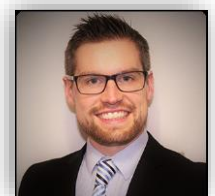
Dear Applicant,

Thank you for expressing an interest in the post of Teaching Assistant here at St Gabriel's Church of England Academy and Nursery. Every appointment marks an exciting step in our journey and we are looking forward to recruiting a teaching assistant with the skills to have a positive impact on the quality of educational opportunities available to our pupils. Working with staff, pupils, parents and the community, the role offers the successful candidate the opportunity to work in a skilled and highly collaborative team to affect learning and progress, and the chance to make a significant contribution to the operation of the school. We are really proud of what we have achieved since opening in 2018. We are continuing to grow and develop and we are looking to build on the great work here as we take our next steps.

St Gabriel's has grown rapidly in our first few years and in September will have approximately 370 pupils from Reception to Year 6 with an additional Nursery provision which will eventually grow to around 50 children. Our challenge is to maintain and build on the high standards we set for ourselves whilst we continue to expand. Our school building is an amazing space with wonderful opportunities for children to learn in great facilities. As the first school to be constructed on the Houlton development in Rugby, we are profoundly aware of the important role we play in establishing community here. As a school, we are committed to inspiring, challenging and supporting the children in our care to fulfil their potential, making them feel valued, loved and able to flourish. Their needs are at the heart of all our decision-making and, as a Church of England School, our inclusive Christian ethos is at the centre of what we do as we aim to work for the common good of everyone. We are looking for a professional who shares these values and would like to join a team committed to learning and growing personally and professionally. The successful candidate will have the opportunity to take up post in September 2023.

I hope this information pack will capture your interest as you carefully consider the opportunity on offer here. If you feel inspired by the challenge, I would love to hear from you.

Andrew Taylor  
Headteacher



## Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society



## Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Love one another as I have loved you - John<sup>13:34</sup>

## Job Description – Teaching Assistant



**Immediately responsible to:** Teaching Assistants are managed by and are directly accountable to their Line manager. At all times Teaching Assistants will operate within school policies and procedures.

### **Purpose of the Job**

To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of delegation. This may involve planning, preparing and delivering learning activities for individuals/groups and short-term for whole classes. Monitoring and assessment of pupils and recording and reporting on pupils' achievement, progress and development.

### **Duties and Responsibilities**

#### **Pupil Support**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion of all pupils within the school.
- Respond skilfully to individual needs.
- Promote independence and holistic development.
- Provide feedback to pupils in relation to progress and achievement.

#### **Working in the Teaching team:**

- Organise and manage well-planned learning environments and resources.
- Within an agreed system of delegation, plan engaging learning opportunities to support pupils' development and progress.

- Evaluate pupil responses to learning activities through a range of assessment and monitoring strategies. Contribute systematically to the assessment of pupils, the recording of progress and planning for next steps as part of the assessment cycle.
- Promote positive relationships and behaviour.
- Deploy specialist support where required.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To undertake regular timetabled and unplanned short-term cover for classes.

### **Working in the school team**

- Fully adhere to and contribute to the development of school policies and procedures including the safe and effective running of the school, child protection, health and safety and security, confidentiality and data protection.
- Deliver out of school learning activities to enrich pupils' experience.
- Contribute fully to the life of the school.
- Be a point of contact for parents, developing positive relationships.

### **Other**

- Maintain a commitment to professional development and training; keeping up-to-date with developments in curriculum and teaching and learning
- Act as an ambassador for the school, promoting the ethos, aims and provision at St Gabriel's Church of England Academy.
- Any other duties required by the Headteacher, which are within the scope of this post.

*This job description is subject to annual review. It may be amended at the request of the Headteacher or post holder after full consultation.*

## Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



| <b>Education and training</b> |                                                                                                                                                                                                | <b>Essential</b> | <b>Desirable</b> | <b>Measured by:</b>       |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|---------------------------|
|                               | Relevant NVQ level 3 or equivalent                                                                                                                                                             | ✓                |                  | Application               |
|                               | GCSE Maths and English at grade A-C or equivalent                                                                                                                                              | ✓                |                  |                           |
|                               | Current first-aid certificate                                                                                                                                                                  |                  | ✓                |                           |
|                               | Evidence of further professional development                                                                                                                                                   | ✓                |                  |                           |
| <b>Relevant Experience</b>    |                                                                                                                                                                                                |                  |                  |                           |
|                               | Experience of working to support learning within a primary setting                                                                                                                             | ✓                |                  | Application and interview |
|                               | Demonstrable experience of impacting on pupil progress and outcomes                                                                                                                            | ✓                |                  |                           |
| <b>Knowledge and Skills</b>   |                                                                                                                                                                                                |                  |                  |                           |
|                               | Knowledge and understanding of Primary or Early Years Foundation Stage Curriculum & Assessment                                                                                                 | ✓                |                  | Application and interview |
|                               | Ability to articulate an understanding of excellent practice in teaching and learning in Primary education                                                                                     | ✓                |                  |                           |
|                               | Knowledge of assessment, recording and reporting of pupils' progress and achievements in the Primary /Early Years Foundation Stage Curriculum including an understanding of standards expected | ✓                |                  |                           |
|                               | Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.                                                         | ✓                |                  |                           |
| <b>Personal Qualities</b>     |                                                                                                                                                                                                |                  |                  |                           |
|                               | Demonstrates genuine passion for learning and children's progress                                                                                                                              | ✓                |                  |                           |



|                     |                                                                                                                                                   |   |  |                                       |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---|--|---------------------------------------|
|                     | Positive and flexible approach to new ideas, approaches and challenges                                                                            | ✓ |  | Application and interview             |
|                     | Excellent communication and interpersonal skills                                                                                                  | ✓ |  |                                       |
|                     | Evidence of good personal relationships, including the ability to work as a member of a team                                                      | ✓ |  |                                       |
|                     | Ability to work independently, demonstrating initiative                                                                                           | ✓ |  |                                       |
| <b>Additional</b>   |                                                                                                                                                   |   |  |                                       |
|                     | Evidence of an appreciation of establishing and developing positive relationships with parents and the local community                            | ✓ |  | Application and interview             |
|                     | Committed to own continuing professional development                                                                                              | ✓ |  |                                       |
|                     | Demonstrates an understanding that at all times the best interests of the children must be promoted                                               | ✓ |  |                                       |
|                     | Commitment to upholding and promoting the school's ethos and values                                                                               | ✓ |  |                                       |
|                     | An understanding of and proactive commitment to promoting equal opportunities for all                                                             | ✓ |  |                                       |
|                     | Excellent attendance record                                                                                                                       | ✓ |  |                                       |
| <b>Safeguarding</b> |                                                                                                                                                   |   |  |                                       |
|                     | Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances. | ✓ |  | Application, interview and references |
|                     | Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.                   | ✓ |  |                                       |

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. **The post holder will be required to take responsibility for and uphold a culture of safeguarding within the school community.***

## Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mr Andrew Taylor at  
office@stgabrielscofeacademy.org

**Please note the closing date for applications is 12:00pm on**

**Friday 23<sup>rd</sup> June 2023**

**Interviews provisionally**

**Monday 26<sup>th</sup> June 2023**



## Contact Details

**Completed applications and supporting documents should be sent via email to:**

**office@stgabrielscofeacademy.org**

**or posted to:**

**Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN**

If you do not receive acknowledgement of an electronic application then please phone  
01788 222405

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire