



Down Ampney C of E Primary School

**Teaching Assistant
Application Pack
September 2025 start**



Dear Applicant,

Thank you for your interest in the position of teaching assistant at Down Ampney C of E Primary School which is on the Gloucestershire and Wiltshire border. This post is for up to 35 hours from 8-4pm with some flexibility on hours and job-shares are considered. The current vacancy is likely to be class 3 (year 5/6), but a willingness to support throughout the school is essential.

Down Ampney is a thriving and inclusive primary school, dedicated to providing high-quality education and opportunities for all students. We are committed to ensuring that every child reaches their full potential and develops a love of learning. The school currently has three mixed-aged classes (EYFS/KS1, LKS2 and UKS2), small class sizes and higher than average non-standard entry, meaning support across the school is varied and cohort specific. Down Ampney C of E Primary School is part of the Corinium Education Trust which is a local Trust of primary schools and a secondary school. It is a supportive network of professionals with children and young people at its heart.

Our School Vision

Our school is a welcoming and inclusive community where everybody has a sense of belonging and is loved as a unique individual. Each child's journey is an open book that we enrich with learning opportunities, memories, and friendships. We empower our community to flourish through positive relationships and experiences in order that we live life in all its fullness while developing the confidence we need to have an impact in our changing world.

Down Ampney C of E Primary School can offer you:

- The opportunity to work in a fully inclusive school with a friendly, open team.
- Pupils who are kind and keen to learn.
- A committed and welcoming school community who want the best for Down Ampney C of E Primary School.
- Membership of a team committed to whole school and Trust improvement.
- A culture of belonging, built on trust and positive relationships.

In this application pack, you will find:

- ✓ A note from the Trust Lead of The Corinium Education Trust;
- ✓ A copy of our teaching assistant job description and person specification;
- ✓ An application form

We encourage visits to the school. This can be arranged by emailing admin@downampney.gloucs.sch.uk

Interested candidates should return a completed application form along with a letter of application stating why you are applying for this role, how your experience/training has prepared you for this role and what you can bring to the school.

Proposed Interview Date: Friday 2nd May or Tuesday 6th May 2025

We are committed to the safeguarding of our pupils, and employment will be subject to an Enhanced Disclosure from the Disclosure and Barring Service and receipt of satisfactory references. Please note that we are unable to accept CVs as a means of application and interested applicants must complete the application form by the due date to be considered for this post.

Yours Sincerely,

Mrs Rebecca Gray – Headteacher



Why apply to work at Down Ampney C of E Primary School?

As a local multi-academy trust, we are committed to improving the learning and life chances of all of our pupils.

We are looking for a class teacher who has the energy, passion, and commitment necessary to enhance our pupils' learning and who aspires to make a difference in the future as a school leader. In return, The Corinium Education Trust offers

- A range of training opportunities, including those leading to accreditation, and a network of support;
- Cross-phase research and evidence-based continuing professional development;
- Talent identification and leadership development;
- The opportunity to teach and progress into leadership positions in one or more of our local schools. The Corinium Education Trust will be opening a new primary school in September 2029 (TBC).

For more information, contact Mrs Rebecca Gray Headteacher, Down Ampney C of E Primary School.

We look forward to receiving your application.

Chiquita Henson

Trust Lead

Corinium Education Trust



Down Ampney C of E Primary School

Teaching Assistant

Employment Details

Job Title:	Teaching Assistant
Department:	Throughout the school
Reports to (Job Title):	Head Teacher / SENCO
Staff Responsibilities (Job Title):	Teaching Assistant to work throughout the school with responsibilities including working alongside class teachers, 1:1 and group work, break duty, lunch cover and some after school clubs.
Hours of Work	35 (job shares invited and flexibility around core hours an option)
Level and Scale Point:	Dependent on qualifications and experience
Job Purpose: <ul style="list-style-type: none">To support the teaching and learning of all pupils across the school and be an active member of a dedicated and friendly staffing team. You will have the opportunity to undertake CPD, as relevant to the role, including, but not limited to, Sounds Write Phonics, SEN CPD, Maths Hub training, ELSA.	

About Us:

Down Ampney is a thriving and inclusive primary school, dedicated to providing high-quality education and opportunities for all students. We are committed to ensuring that every child reaches their full potential and develops a love of learning. The school currently has three mixed-aged classes, (EYFS/KS1, LKS2 and UKS2) small class sizes and higher than average non-standard entry, meaning support across the school is varied and cohort specific.

Main Responsibilities

- Contribute to the overall ethos, values and aims of the school.
- Build positive relationships with all stakeholders and uphold the culture of the school and establish supportive relationships with all pupils throughout the day.
- Comply with the policies and procedures relating to safeguarding, child protection, health, safety and security, SEND/inclusion and data protection, reporting all concerns to the designated safeguarding lead.
- Be punctual and have good attendance.
- Motivate and encourage pupil(s) in the classroom by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' need.
- Monitor pupil's responses to learning activities and, where appropriate, modify or adapt activities, as agreed with the teacher, to achieve the intended learning outcomes.
- Know the targets that pupils are working towards and understand how best to work towards achieving these.
- Consistently and effectively implement agreed behaviour management strategies.
- Use praise, commentary and assistance to encourage pupils to concentrate and stay on task.
- Create a supportive and inclusive learning environment.
- Provide support for SEND pupils to enable them to access learning, including pupils in accordance with EHCP targets.
- Deliver specific targeted intervention programmes to meet the needs of individual pupils.
- Record all significant events using the school's systems, policies and procedures.
- Contribute to progress reviews for the pupils, including annual reviews for pupils with EHCPs.
- Work collaboratively with other professionals, such as educational psychologists, Advisory Teaching Service and other Teaching Assistants as part of a professional team
- Accompany teaching staff and pupils on visits and out of school activities, as required.
- Attend to the personal care of pupils, where necessary.

Personal Specification			
	Essential	Desirable	Evidence
Qualifications & Training	GCSE in English and Maths Level 5 or above (Grade C)	NVQ level 3 or willingness to work towards the qualification.	Certification
Experience	<ul style="list-style-type: none"> Classroom experience of the National Curriculum, in either a paid or voluntary capacity. 	<ul style="list-style-type: none"> Experience of supporting children with additional needs, childhood trauma or ACES. 	Application form/letter
Skills & Knowledge	<ul style="list-style-type: none"> Understand, and adhere to, the Professional Standards for Teaching Assistants. Ability to work from own initiative, as well as taking guidance and instruction from teaching staff. Ability to liaise professionally and sensitively. Commitment to providing a wide and ambitious curriculum offer. 	<ul style="list-style-type: none"> Knowledge of the EYFS Guidance and SEND Code of Practice, as well as wider educational research. 	Application form/letter Assessment at interview
Personal Qualities	<ul style="list-style-type: none"> Patience, empathy, and resilience. Able to deal with sensitive information in a confidential manner. Able to work as part of a supportive team. Strong organisational skills. Excellent communication and interpersonal skills, with the ability to build positive relationships with children, parents, and colleagues. Excellent time management skills. Calm in manner, approachable and flexible. Commitment to equal opportunities and inclusion. Willingness to learn and self-develop. 	<ul style="list-style-type: none"> Ability to manage behaviour during periods of child anxiety and distress. Have a proven track record of being a positive member of a team. A proven good record of attendance and understand that consistency for vulnerable pupils is key. Understanding of, and familiarity with, strategies and interventions to support children with SEND in an educational setting. 	Application form/letter Assessment at interview References.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to suit the changing needs of the school or pupil. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.



Internal use only
Ref . No. _____
Date Received _____

Employment Application Form: Teaching

The Corinium Education Trust and Local Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application, as well as Part 3. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title	Teaching Assistant
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Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

Initials _____ Surname or Family name _____

2. **LETTER OF APPLICATION** Please enclose a letter of application. *Please refer to the applicant information pack which may include instructions on completion of the letter of application.*

3. **PRESENT / LAST APPOINTMENT: IF TEACHING**

Name, address and telephone number of school	
1 Type of school	Boys Girls Mixed Age range Number on Roll
2 Type of school	<i>e.g. Community, Aided, Foundation, Academy, Free School, Independent etc</i>
Job title <i>Please enclose a copy of your current job description</i>	
Subjects/age groups taught	
Date appointed to current post	
Current salary	
Date available to begin new job	

4. PRESENT / LAST APPOINTMENT: IF NON-TEACHING

Name address and telephone number of employer	
Job title <i>Please enclose a copy of your current job description</i>	
Date appointed to current post	
Current salary	
Date available to begin new job	

5. **FULL CHRONOLOGICAL HISTORY** Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates				Reason for leaving
				From		To		
				Mth	Yr	Mth	Yr	

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Please enclose a continuation sheet if necessary

6. SECONDARY EDUCATION & QUALIFICATIONS

Name of School/College	From	To	Qualifications Gained with Date

7. HIGHER EDUCATION

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Passed	Date of Examination and Qualifications Obtained	Age Groups for which Trained

8. PROFESSIONAL COURSES ATTENDED AS A TEACHER Please list relevant courses attended in the past 3 years.

Subject	Organising Body	Date(s)	Duration

9. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

10. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Third referee

Title and Name	
Address and post code	

Telephone number	
Email address	
Job Title	
Relationship to applicant	

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This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 15 to 19 and question 14 if relevant to the job.

11. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of birth	
11. Email address	
12. DfE reference number	
13. National Insurance Number	
14. Do you have a current full driving licence?	Yes No
15. Did you qualify as a teacher after May 1999?	Yes No If Yes, in which school was induction completed?
16. Have you ever been subject to a child protection investigation by your employer or the General Teaching Council or Independent Safeguarding Authority?	Yes No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.
17. Do you require sponsorship (previously a work permit)?	Yes No If YES please provide details under separate cover.

<p>18. Are you related to or have a close personal relationship with any pupil, employee, or governor?</p>	<p>Yes No</p> <p>If YES give details separately under confidential cover. This will not be opened unless you are called to interview.</p>
<p>19. NQTs ONLY:</p> <p>Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i></p>	<p>Numeracy</p> <p>Literacy</p>
<p>20. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?</p>	<p>Yes No</p> <p>If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).</p>

12. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

If you are shortlisted you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Under the Criminal Justice & Courts Services Act 2000.

13. DATA PROTECTION ACT 1998

The information collected on this form will be used in compliance with the Data Protection Act 1998. **By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998.** The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form **will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.**

14. NOTES

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

15. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant

Date

Print Name

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This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic Group

Workforce

Census Code

Please tick

White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTh	Irish Traveller	
	OOTh	Gypsy	
	WOTh	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTh	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTh	Arab	
		<i>Write in:</i>	
Prefer not to say	REFU		

Religion

Please tick

Disability

Do you consider that you have a disability? *Please tick*

No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	

Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

Sexual Orientation *Please tick*

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender *Please tick*

Female	
Male	
Transgender	
Prefer not to say	

Personal relationship *Please tick*

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Yes <i>Please complete the grid below</i>	
No	
Prefer not to say	
My disability is: <i>Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	