



# Teaching Assistant plus Lunchtime Cover

Dunchurch Boughton CofE Infant  
Academy and Nursery

Dunchurch  
Boughton CofE  
Infant Academy &  
Nursery  
School Street,  
Dunchurch,  
Rugby, CV22 6PA

## Candidate Information

*Together, pursuing life in all its fullness*

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,500 Multi Academy Trusts in England. The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme, and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, Chief Executive Officer**

# What our employees say about us

In our 2024 staff survey, the Trust scored above national benchmarks in almost every area. Support from colleagues is a particular strength of working for us: our staff value the respect and support they receive from their colleagues. Leadership is also an area of significant strength and staff rate their leaders highly. Finally, job satisfaction and employee communication are rated highly and above national benchmarks.

## Staff support and relationships

How comfortable are you with asking your colleagues for help when you need it?	<b>93%</b>
How respected by your colleagues do you feel?	<b>91%</b>

## Leadership

Leadership dynamics	<b>10% higher than national benchmark</b>
Professional support from line manager	<b>3% higher than national benchmark</b>

## Job satisfaction and communication

Effective and regular communication with employees	<b>90%</b>
Job satisfaction	<b>5% higher than national benchmark</b>

## Diocese of Coventry

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.

*'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'*

**Bishop of Coventry**

# Teaching Assistant plus Lunchtime Cover (part-time)

## About the Role

The Trust is looking to appoint an inspirational and highly effective staff member who is committed to supporting Dunchurch Boughton CofE Infant Academy towards educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans
- The post is initially fixed term for the 2026/27 academic year and is term time only + 5 training days.
- The hours of the post are 30 hours per week, working 8.50am – 3.20pm with half an hour unpaid lunch.
- We are offering based on Scale D, points 4-5. Actual salary is £17,798 - £18,079 per annum (£25,185 - £25,583 fte) pay award pending.
- Eligibility to join the Pension Scheme
- The year group (s) of this role will be decided upon after appointment. Any applicants should be prepared to work within any year group across the school.

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Suzanne Marson our Headteacher, directly on [suzanne.marson@covmat.org](mailto:suzanne.marson@covmat.org) for an informal discussion about the post.

Please note the closing date for applications is **Tuesday 7<sup>th</sup> July 2026**. Completed applications should be made via the links on our website: [Vacancies | Dunchurch Boughton CofE Infant Academy and Nursery](#)

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on **Monday 13<sup>th</sup> July 2026**.

# Job Description

## KEY PURPOSE

- To advance pupil's learning in a range of classroom settings, including working with individuals and small groups.
- To provide support to children with Special Educational Needs as directed by the class teacher and Special Educational Needs Coordinator.
- To support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed learning activities for individuals and small groups of children.
- Assist with the lunch time period, providing for the general care, safety and welfare of pupils.

## ACCOUNTABILITIES

The appointee will be line managed by Hannah Owen, Deputy Headteacher.

## PRINCIPAL RESPONSIBILITIES – Lunchtime Cover

- Supervise toileting and washroom activity where required
- Escort children to and from dining hall
- Supervise collection of meals and assist with use of cutlery
- Assist pupils when returning used plates, trays, cutlery and beakers, and when clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Clean tables between and at the end of sittings
- Ensure a safe environment by cleaning up spillages
- Supervise classroom and outside activities, encouraging inclusion. Work with individuals, small groups and larger groups of children.
- The administering of first aid, when needed, to children after receiving the relevant training
- Ensure orderly return to classroom
- Attend to pupils who have minor accidents or become ill
- Report to supervisor if accident occurs or if pupil falls ill
- Monitor and record pupil behaviour, intervening as necessary in accordance with behaviour policy
- The head teacher may at times request that MDS undertake additional tasks that are commensurate with the post and grading of their role

## PRINCIPAL RESPONSIBILITIES – Teaching Assistant

- Working under the overall direction of the responsible teacher, assist and support teaching and learning, provide for general care, safety and welfare of pupils and work with individuals or groups of pupils, including those with Special Educational Needs.
- The post will be included in the MAT performance review scheme and salary progression will be linked to the outcomes of the scheme. This job description is not necessarily a comprehensive definition of the post, it will be revised at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## MAIN DUTIES

- Support pupils' learning in a range of classroom settings, including working with individuals and groups.
- Establish productive working relationships with pupils, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom, encourage them to interact and work co-operatively with others and engage in all activities.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Monitor and provide for the care, safety and welfare of pupils.
- Organise and manage learning activities (including learning environment and resources) in ways which keep pupils safe.
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies, against pre-determined learning objectives.
- Within the school's relationship and behaviour policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- Support the role of parents in pupils' learning and contribute to conversations and meetings with parents to constructively feedback on pupil progress/achievement.
- Deliver learning activities to pupils with an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Be aware of and support inclusion and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils, in liaison with the teacher.
- Contribute to the overall ethos/work/aims of the school.
- To attend relevant CPD as part of training days.
- To provide personal/hygiene support to pupils as required by personal plans.
- To undertake first aid training and provide first aid cover when required.
- To keep informed of school policy and updated information.

The list of duties is not exhaustive but outlines and main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, staff will be expected to develop and maintain strong, positive relationships with colleagues in the school, the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

**This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

### DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

### ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

	Measured By				
	Essential	Desirable	Application	Interview Process	References
<b>Personal Qualities, Qualifications and Experience</b>					
<b>Qualifications and Experience</b>					
GCSE Mathematics and English, or equivalent	✓		✓	✓	
An NVQ level 2 related to working with children		✓	✓	✓	✓
Evidence of continuing continuous professional development related to education		✓	✓	✓	✓
Paediatric first aid experience, including asthma and epi-pen training		✓	✓	✓	✓
<b>Professional Experience and Knowledge</b>					
Experience of working within an educational setting	✓		✓	✓	✓
Experience of understanding and meeting individual children's needs and learning		✓	✓	✓	✓
Experience of supporting children with Educational Health Care Plans and other educational support plans		✓	✓	✓	✓
Knowledge of different strategies that support children's learning	✓		✓	✓	✓
Knowledge of school policies, procedures and legislation and how they relate to the role e.g. Safeguarding and Child Protection, Health and Safety, etc.	✓		✓	✓	✓
Have good communication and listening skills and be able to present information verbally and in writing to others	✓		✓	✓	✓
Have attended further training on aspects of SEND, the curriculum or areas of specific special educational needs		✓	✓	✓	✓
Can solve problems and can exercise initiative and independent action	✓		✓	✓	✓
Knowledge of how to interact with children within the Early Year		✓	✓	✓	✓
<b>Personal Qualities</b>					
Dynamic and "determined to make a difference" kind of person	✓		✓	✓	✓
Able to work with humour, enthusiasm, positivity and energy	✓		✓	✓	✓
A strong team player	✓		✓	✓	✓
<b>Skills and Abilities</b>					
Good communication and listening skills	✓		✓	✓	✓
Can transfer learning / theory into practice	✓		✓	✓	✓
Relates well to pupils, parents, staff and other professionals	✓		✓	✓	✓
Emotional resilience in working with challenging behaviours	✓		✓	✓	✓
Commitment to the needs of the children	✓		✓	✓	✓
Can solve problems and exercise initiative and independent action	✓		✓	✓	✓
Promote the school's aims positively, and use effective strategies to motivate and inspire the children	✓		✓	✓	✓
Develop good personal relationships within a team	✓		✓	✓	✓
Have the ability to communicate confidently with parents in order to develop support for children	✓		✓	✓	✓

I ....., hereby confirm that I have received a copy of the job description for the post of **Teaching Assistant plus Lunchtime Cover**.

Signed:.....

Date:.....

# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
c/o St James CofE Academy  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP



**Dunchurch Boughton CofE Junior Academy**  
Dew Close  
Dunchurch  
CV22 6NE



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Leamington Hastings CofE Academy**  
Birdingbury Road, Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Dunchurch Boughton CofE Infant Academy & Nursery**  
School Street  
Dunchurch  
CV22 6PA



**Ryton-on-Dunsmore Provost Williams CofE Academy**  
Sodens Avenue  
Ryton-on-Dunsmore  
CV8 3FF

