Grove School

Level 3 Teaching Assistant vacancies for September 2015

Candidate Information June 2015

Grove School
Dawson Road
Handsworth
Birmingham
B21 9HB
Tel: 0121 464 4669
Email: p.matty@grove.bham.sch.uk
Dear Applicant,

Thank you for requesting information regarding Teaching Assistant positions at Grove School. Enclosed is a booklet with information about Teaching Assistants at Grove School and the following vacancies from September 2015:

1. Level 3 teaching assistant

Our parents and pupils provide excellent feedback on our school, they enjoy life at school and participate well in the wide range of extra curricular activities offered beyond the school day. Our vision is that our all our children will achieve their highest potential whilst with us in school, through a well balanced curriculum, innovative teaching and all children engaging in higher order thinking. Our Grove school expectations are central to how we work together in school as a community, through respect, caring, thoughtfulness, honesty and giving of our best we can achieve so much in school.

If you were appointed as a teaching assistant in our team at Grove, we would offer you:
- a creative working environment with experienced staff and excellent learning spaces both indoors and outdoors;
- an opportunity to work with a skilled team of teachers and managers;
- opportunities to engage in high quality professional development to extend your skills;
- support from senior managers in school and the governors of our school;
- opportunities to work with networks of schools/organisations locally and nationally.

I look forward to receiving your application. Informal visits to the school have been arranged for Thursday 25th June 2015 at 9.30am and 4.00pm. If you would like to reserve a place on a visit this day, please contact the school on 0121 464 4669 or email Miss Emma Mills, deputy head teacher, e.mills@grove.bham.sch.uk

Grove school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicant(s) will need to provide evidence of their identity and Right to Work in the UK. An enhanced DBS check is required for all successful applicant(s).

Yours sincerely,

P Matty
Head teacher

Enclosed
1. Job Description
2. Person Specification

Applications for this vacancy are available on the school website, vacancies section.
GROVE SCHOOL
Teaching Assistant Job Description

Teaching Assistant

Qualified to Level 3

Grade 3

Purpose of job
To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Duties and responsibilities:

Support for pupils (either individually or in groups)

1) Support the activities of individuals or groups (normally up to 8) within the classroom
2) Establish and maintain relationships with individual pupils and groups
3) Contribute to Individual Education Plans as appropriate
4) Support pupils during learning activities
5) Promote pupils’ social and emotional development
6) Contribute to the health and well being of pupils
7) Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
8) Support children with specific needs (where appropriate to the focus of the role) for example sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties
9) Support pupils with Literacy and Numeracy skills
10) Support pupils to access the curriculum
Support for the teacher(s)

1) Observe and report on pupil performance
2) Contribute to the planning and evaluation of learning activities
3) Assist in preparing and maintaining the learning environment
4) Contribute to the management of pupils’ behaviour
5) Contribute to maintaining pupils’ records
6) Support the maintenance of pupils’ safety and security
7) Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
8) Provide general administrative support, for example, administer coursework, produce worksheets, etc
9) Undertake more complex marking of pupils’ work in line with school policy
10) Undertake joint home visits as appropriate and in line with LA policy.

Support for the school

1) Support the development and effectiveness of team work within the school environment
2) Develop and maintain working relationships with other professionals
3) Liaise with parents as appropriate
4) Review and develop own professional practice

Support for the curriculum

1) Support the use of information and communication technology in the classroom.

Qualification required – Essential – NVQ Level 3 or equivalent
**PERSON SPECIFICATION**

**Job Title:** Teaching Assistant Level 3  
**Job No:**

**Grade:** GR3  
**Division:**

**No of Post:**

**Method of Assessment (M.O.A.)**

A.F. = Application Form;  I = Interview;  T = Test or Exercise;  P = Presentation

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td>EXPERIENCE (Relevant work and other experience)</td>
<td>Experience of supporting children in a classroom environment, including those with special educational needs</td>
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<td>Experience of using Information Technology to support pupils in the classroom</td>
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<td>SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)</td>
<td>A good standard of education particularly in English and Mathematics</td>
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<td>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</td>
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<td>Knowledge of SEN Code of Practice</td>
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<td>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</td>
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<td>Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher</td>
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<td>Ability to consistently and effectively implement agreed behaviour management strategies</td>
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<td>Ability to use language and other communication skills that pupils can understand and relate to</td>
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<td>Ability to establish positive relationships with pupils and empathise with their needs</td>
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<td>Ability to demonstrate active listening skills</td>
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<td>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupils to stay on task</td>
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<td>Ability to monitor the pupils’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</td>
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<td>Ability to carry out and report on systemic observations of pupils’ knowledge understanding and skills</td>
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<td>Ability to assist in the recording of lessons and assessment as required by the teacher</td>
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<td>Ability to offer constructive feedback to pupils to reinforce self-esteem</td>
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<td>Ability to work effectively and supportively as a member of the school team</td>
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<td>Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities</td>
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<td><strong>TRAINING</strong></td>
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<td>Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</td>
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<td><strong>EDUCATION/ QUALIFICATIONS</strong></td>
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<td>NVQ Level 3 for Teaching Assistants or equivalent</td>
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<td>GCSE Grade C+ in Mathematics and English</td>
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<td><strong>OTHER</strong></td>
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<td>Willingness to maintain confidentiality on all school matters</td>
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**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY**
Informal visits

Informal visits to the school are most welcome on Thursday 25th June 2015 at 9.30am or 4.00pm.

To book an informal visit please telephone 0121 464 4669 or email Miss Emma Mills, Deputy Head teacher at e.mills@grove.bham.sch.uk.

Informal visits are on Thursday 25th June 2015 at 9.30am or 4.00pm.

Submitting your application

To accompany your application form, write a letter which describes your experience and qualifications to date and how this has prepared you for this position. Governors will be looking for evidence of relevant experience and understanding. If you would your application acknowledged, please include a stamped, addressed envelope.

Please send your completed application form to p.matty@grove.bham.sch.uk by 12.00pm Friday 3rd July 2015

If there are questions which are not answered in the information pack and which applicants feel may hamper completion of their application, please telephone the Head teacher directly.

The Schedule of Interviews

Closing date for applications: Friday 3rd July 2015 at 12.00pm

Interviews: Friday 10th July 2015

Information about the pattern of the interview days will be included in the letter of invitation to interview, as will details of allowable travel and subsistence expenses.

Talking to Staff and Students

On the interview day all interviewees will have opportunities to meet staff and students.

Grove School Web Site

http://web.grove.bham.sch.uk