



Level 2 Teaching Assistant vacancy  
Full time, temporary one year contract  
36.5 hours per week

## Candidate Information September 2021

Grove School  
Dawson Road  
Handsworth  
Birmingham  
B21 9HB  
Tel: 0121 464 4669  
Email: [p.matty@grove.bham.sch.uk](mailto:p.matty@grove.bham.sch.uk)



22<sup>nd</sup> September 2021

**Dear Applicant,**

Thank you for requesting information regarding the Level 2 Teaching Assistant position at Grove School. Enclosed is information about the Teaching Assistant vacancy.

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 at Grove, 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 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 leaders;
- opportunities to engage in high quality professional development to extend your skills;
- support from teachers, leaders and the governors of our school.

To find out more about our children and the curriculum visit our school website:

[www.grove.bham.sch.uk](http://www.grove.bham.sch.uk).

You are welcome to join us for an informal visit to find out more about our amazing school.

Informal visits are on **Wednesday 29<sup>th</sup> September 2021 @ 9.30am and 4.00pm.**

Please email Elaine Patel at [e.patel@grove.bham.sch.uk](mailto:e.patel@grove.bham.sch.uk) to arrange your informal visit to Grove

We welcome questions about the post. If you would like further information or have any questions, please contact Justine Baker by email at [j.baker@grove.bham.sch.uk](mailto:j.baker@grove.bham.sch.uk)

Application forms can be downloaded from the school website in the vacancies section:

[www.grove.bham.sch.uk](http://www.grove.bham.sch.uk)

Please email your completed application to [vacancy@grove.bham.sch.uk](mailto:vacancy@grove.bham.sch.uk)

The closing date for applications **is Thursday 7<sup>th</sup> October 2021 at 12.00pm**

Interviews will be held week commencing 11<sup>th</sup> October 2021 at Grove school.

**Previous applicants need not apply**

Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to provide evidence of the Right to Work in the United Kingdom. An enhanced DBS check is required for all successful applicants.

I very much look forward to receiving your application.

Yours sincerely,

P Matty  
Head teacher  
Enclosed

1. Job Description
2. Person Specification



## Teaching Assistant Job Description

### Teaching Assistant

### **Qualified to Level 2**

### Grade 2

### **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)

- 1.1 Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- 1.2 Support children with special needs (if appropriate to the focus of the role)
  - 1.2.1 Sensory and/or physical impairment
  - 1.2.2 Cognition or learning difficulties
  - 1.2.3 Behavioural, emotional and social development needs
  - 1.2.4 Communication and interaction difficulties
  - 1.2.5 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- 1.3 Support for Gifted and Talented pupils

#### **Support for the teacher(s)**

- 1.4 Provide support for learning activities by
  - 1.4.1 Supporting the teacher in the planning and evaluation of learning activities
  - 1.4.2 Supporting the delivery of learning activities

- 1.5 Support in organising effective learning environments and maintaining appropriate records
- 1.6 Support literacy and numeracy activities in the classroom
- 1.7 Support the maintenance of pupil safety and security
- 1.8 Contribute to the management of pupil behaviour by
  - 1.8.1 Promoting school policies with regard to pupil behaviour
  - 1.8.2 Supporting the implementation of strategies to manage pupil behaviour
- 1.9 Undertake routine marking in line with school policy
- 1.10 Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework

#### **Support for the school**

- 1.11 Provide support to colleagues
- 1.12 Develop own effectiveness in a support role

#### **Support for the curriculum**

- 1.13 Support the use of information and communication technology in the classroom
- 1.14 Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

#### **General**

- 1.15 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 1.16 To ensure their tasks are carried out with due regard to Health and Safety
- 1.17 To participate in appropriate professional development including adhering to the principle of performance management.
- 1.18 To adhere to the ethos of the school
  - 1.18.1 To promote the agreed vision and aims of the school
  - 1.18.2 To set an example of personal integrity and professionalism
  - 1.18.3 Attendance at appropriate staff meetings and parents evenings within working hours
- 1.19 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

## **2. Supervision Received**

Supervising Officer's Job Title:                      Year Group Leader

- 2.1 Level of supervision:

1. Regularly supervised with work checked by supervisor
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

**3. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 2.2 above)

**4. Special Conditions**

4.1     None

## Grove School Level 2 Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	NVQ Level 2 qualification	AF/C
	Good numeracy and literacy skills	AF/I/T
	Good ICT skills	AF/I/T
<b>Experience</b> Relevant work and other experience	Experience of working with children	AF/I
	Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals	AF/I
	Some experience of using ICT effectively	AF/I
	Knowledge of policies and codes of practice/legislation	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
	A good understanding of child development and learning processes	AF/I
	The ability to follow instructions from the teacher and also be able to work independently	AF/I
	To make effective contributions to the team as appropriate	AF/I
	The experience of and the ability to deal positively with children and parents	AF/I
	The ability to manage behaviour effectively	AF/I
	The ability to implement assessment for learning under the guidance of the teacher	AF/I
	Show initiative and work independently	AF/I
<b>Training</b>		
<b>Other</b>	Enjoy working with children	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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