



**Level 3 Teaching Assistant vacancy
36.5 hours per week**

**Candidate Information
September 2026**

Grove School
Dawson Road
Handsworth
Birmingham
B21 9HB
Tel: 0121 464 4669
Email: j.baker@grove.bham.sch.uk

14th September 2026



Dear Applicant,

Thank you for requesting information regarding the Level 3 Teaching Assistant position at Grove School. Enclosed is information about the Teaching Assistant vacancy.

Grove is a good school. We were inspected in October 2023.

Here are headlines from our Ofsted report:

- Pupils feel exceptionally safe and well cared for in school because they are.
- The kindness that everyone shows to each other is evident in all aspects of school life.
- Pupils say, "Everyone is kind with their actions and words."
- Pupils get off to an excellent start with learning to read.
- The school's approach to pupils with SEND is impressive.
- All staff know the needs of SEND pupils exceptionally well. They do everything they can to ensure these are met.
- Pupils have a deep understanding of tolerance and respect.
- Pupils said, "All pupils and teachers respect each other here."
- Leaders at all levels, including governors, are inspiring.

We were particularly pleased that the inspection recognised the important role parents play. Inspectors found: **'The school's approach to how they work with parents and carers is a strength. Parents are overwhelmingly positive about the school. They recognise the quality of education, care and support the school provides. All staff are committed and proud members of the Grove family. This joined-up approach helps the school to be the happy, successful and warm place it is.'**

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.

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

Informal visits are on Monday 28th September 2026 at 9.30am and 2.00pm.

Please email n.kaur@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 Catherine Dowell by email at c.dowell@grove.bham.sch.uk

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

www.grove.bham.sch.uk

Please email your completed application to vacancy@grove.bham.sch.uk

The closing date for applications is **Friday 2nd October 2026 at 12.00pm.**

Interviews will be held on **Wednesday 14th October 2026 at Grove School.**

Grove School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks.

The pre-employment checks include: Enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable) medical fitness; identity, Birth Certificate and right to work.

All applicants will be required to provide two suitable references.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the amendments to the Exemption Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Please note that applications must be the creation of the candidate applying. While technology, including artificial intelligence, may be used to help the candidate select certain phraseology, if substantial use of AI is used, the application will be disregarded.

An online search will also be carried out as part of due diligence on all short-listed candidates

I very much look forward to receiving your application.

Yours sincerely,

J Baker
Head teacher

Enclosed

1. Job Description
2. Person Specification



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 Target 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
- 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

Signed: Postholder.....Print name

.....Head teacher

..... Date

Grove School Level 3 TA Person Specification

Method of Assessment (M.O.A.)

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

CRITERIA	<u>ESSENTIAL</u>	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of supporting children in a classroom environment, including those with special educational needs	AF/I
	Experience of using Information Technology to support pupils in the classroom	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	A good standard of education particularly in English and Mathematics	AF/I
	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	AF/I
	Knowledge of SEN Code of Practice	AF/I
	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	AF/I/T
	Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher	AF/I/T
	Ability to consistently and effectively implement agreed behaviour management strategies	AF/I/T
	Ability to use language and other communication skills that pupils can understand and relate to	AF/I/T
	Ability to establish positive relationships with pupils and empathise with their needs	AF/I
	Ability to demonstrate active listening skills	AF/I
	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	AF/I
		AF/I

	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	AF/I
	Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills	AF/I
	Ability to assist in the recording of lessons and assessment as required by the teacher	AF/I
	Ability to offer constructive feedback to pupils to reinforce self-esteem	AF/I
	Ability to work effectively and supportively as a member of the school team	AF/I
	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	AF/I
	The ability to converse at ease with parents, pupils and staff and provide advice in accurate spoken English is essential for the post.	
TRAINING	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	NVQ Level 3 for Teaching Assistants or equivalent GCSE Grade C+ in Mathematics and English	AF/I
OTHER	Willingness to maintain confidentiality on all school matters	AF/I
CONTRA INDICATION		