



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

**Candidate Information**  
**December 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)

1<sup>st</sup> December 2021

**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.

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 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 **Tuesday 7<sup>th</sup> December 2021 @ 9.30am & 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 Emma Mills by email at [e.mills@grove.bham.sch.uk](mailto:e.mills@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 **Wednesday 15<sup>th</sup> December 2021 at 12.00pm**

Interviews will be held on Friday 7<sup>th</sup> January 2022 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



## **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;

<b>CRITERIA</b>	<b><u>ESSENTIAL</u></b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (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
<b>SKILLS AND ABILITIES</b> (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/T
	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
	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

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