



Level 2 Teaching Assistant vacancy
Full time, permanent contract
36.5 hours per week

Candidate Information
June 2026

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



1st June 2026

Dear Applicant,

Thank you for requesting information regarding the Level 2 Teaching Assistant position at Grove School. Enclosed is information about this 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 Thursday 11th June 2026 at 9.00am and 4.00pm.

Please email Elaine Patel at 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 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 19th June 2026 at 12.00pm.**

Interviews will be held on **Monday 29th June 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



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
Education/Qualifications 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
Experience 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
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable	AF/I
	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	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	AF/I

	guidance of the teacher Show initiative and work independently	
Training		
Other	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:

Date:
