



WOLVERHAMPTON GRAMMAR SCHOOL

Level 2 or Level 3 Teaching Assistant

Part time – 08.40am-12.40pm (20 hours a week)
Term time only

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. As a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join our award-winning, nationally recognised and forward-thinking School.



Are you looking for your next challenge? We are seeking a Level 2 or a Level 3 Teaching Assistant to support and inspire students in our Junior School.

You will join a community that thrives on challenge and intellectual curiosity, one where your skills will continue to be developed with an individually prepared professional development plan. The successful candidate will join a community of teachers and support staff who excel in delivering a personalised, individual learning experience. You will have access to a range of professional support services including HR, IT, Library Services, Marketing, Communications and Development.

For more information about the School and to download an Application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 email: recruitment@wgs-sch.net



CLOSING DATE FOR APPLICATIONS: Friday 24th July 2026

INTERVIEWS WILL BE HELD WEEK COMMENCING: 27th July 2026



INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a "good, moral education" for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.

We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors' Company where our founder was twice elected Master.

Over 500 years later, Jenyns' school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School's rich history. The large school hall, affectionately known as "Big School" by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged "Excellent" in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



83%

Grade 9-6 (A*-B equivalent) awarded at GCSE



Outstanding Educational Partnerships

74%

A* to B grades awarded at A Level



Talk Education Awards Finalist



A school community that inspires openness, trust and mutual respect

For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 or email: recruitment@wgs-sch.net

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JOB DESCRIPTION: Level 2 or Level 3 Teaching Assistant

Summary of the role:

To support learning in the classroom. To work 1:1 with a KS2 student. To take the individual or small groups of children for additional academic and SEMH support as part of classroom routine. On occasions, some whole-class cover may be required when work is prepared in advance. Lunchtime duty.

Contract/Hours of Work:

Part time – 8.40am-12.40pm (20 hours a week), term time only.

Pay:

SP25 £11,444 - SP26 £11,823 pro rata (Dependant on experience)

Line Manager:

Head of Junior and Infants

Main duties and responsibilities:

Teaching & Learning:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Developing an understanding of the specific needs of the pupil(s) taking into account the type of teaching and learning support involved ensuring that individuals make progress towards set goals/ targets.
- Undertaking teaching and learning activities with a KS2 individual, group or whole classes of pupils, to ensure their safety and facilitate their physical, emotional and educational development
- To ensure the effective educational support of pupils as referred by the SENCO, in line with the schemes of work, Individual Educational Plans, the objectives and policies of the Learning Support Department and in line with whole-school policy
- Promoting and supporting the inclusion of all pupils in the learning activities in which they are involved
- Using behaviour management strategies, in line with the School's policy and procedures
- Recognising and responding effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures
- Organising and managing safely the learning activities, the physical teaching space and resources for which the post holder has been given responsibility.

Supporting the School by:

- Meeting with the assigned classroom teacher(s), co-ordinators of curriculum areas and the SENCo in order to improve practice and ensure adequate resource allocation (e.g., planning timetables for support)
- Assisting with the supervision of pupils throughout the school day
- Helping with educational visits, outings, and other off-site activities
- Attending staff meetings, teacher training days and training courses as appropriate. (Whilst regular attendance at staff meetings will not be required, there may be occasions when a whole staff meeting is called between 4-5pm.)
- Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post

Administrative duties:

- Support with the reviewing and updating of individual academic and SEMH targets
- Prepare and present displays of pupils' work
- Assist with the inputting of data (where appropriate)
- Keep the classroom in a tidy and safe order
- Supervise outdoor play activities and/or lunchtime routines where required

Pastoral care:

- Participate in lunchtime duty with a focus on the wellbeing of students who may find playtimes overstimulating
- Assist in the general movement of children around the school

Standards & Quality Assurance

- Support the aims and ethos of the school as outlined in school policies
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the Head teacher
- Be proactive in matters relating to Health & Safety and child protection

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION: Level 2 or Level 3 Teaching Assistant

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> • NVQ Level 2 or equivalent • Good general level of education	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i>	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role:</i> • <i>Working with children in a KS1 and/ or KS2 setting.</i>	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role:</i> • Work with young people • Working 1:1 with students who require additional support • Work in school or college • Experience in taking small groups for literacy and numeracy booster sessions • Experience or knowledge of working with students with specific learning difficulties	Contents of the application form Interview Professional references
Skills	<i>The skills required by the Applicant to perform effectively in the role:</i> • Good interpersonal and communication skills • People handling skills • Adept at record keeping • IT literate	<i>The skills that would enable the Applicant to perform effectively in the role.</i>	Contents of the application form Interview Professional references

Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role:</i> • Strong working knowledge of the KS2 curriculum • Strategies to consolidate learning	<i>The knowledge that would enable the Applicant to perform effectively in the role</i>	Contents of the application form Interview Professional references
Personal competencies and qualities	<i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people:</i> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • Commitment to high standards of service • Good team worker • Patient • Organised • Confident to work individually and own initiative	<i>The personal qualities that would assist the Applicant to perform effectively in the role</i>	Contents of the application form Interview Professional references