



# West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

# West House School

## Application Pack

## Year 2 Teaching Assistant

(1 year fixed-term)



# The School

## The History of the School

Situated in the leafy oasis of the Calthorpe Estate, West House School has occupied the same site since its foundation in 1895. Since that time, the school has evolved significantly, to become an independent preparatory school for boys aged 4 – 11 years, with a co-educational Early Years setting offering care for children aged from 6 months. West House is a member of The Independent Association of Preparatory Schools and, as such, upholds the requirement to provide a ‘world class education’.

With five acres of beautiful grounds, less than two miles from Birmingham city centre, the school lies at the heart of a thriving community. It is surrounded by many outstanding cultural and recreational facilities. These enrich the lives of all pupils and form an important aspect of educating the whole child.

Pupils and staff alike are guided by the West House Way, a set of values that help pupils develop understanding rather than tolerance, and to recognise the power of hard work, determination and resilience. West House School prides itself on providing a balanced approach to educating pupils for life in the middle of this century, recognising that education is about so much more than a narrow measurement of academic achievement alone. At the heart of the school’s ethos lies the view that children should be allowed to be children and that they are at their most productive when an appreciation of the balance between work and play is achieved.

West House is a non-denominational school. It is divided into three departments – Prep (Years 3-6), Pre-Prep (Years 1 and 2) and the Early Years Foundation Stage (Nursery – Reception). The school employs 80 full-time and part-time academic staff and accommodates approximately 293 pupils.

Pupils are prepared for a wide range of senior schools and standards at 11+ are consistently high, with most Year 6 boys transferring to local grammar schools, King Edward’s School, Birmingham and Solihull School. However, the school aims to provide a balanced education in which music, drama, art and sport play a significant role.

Further details about the school can be found at [www.westhouseprep.com](http://www.westhouseprep.com)



# The role

West House School is seeking a qualified Year 2 Teaching Assistant for a fixed term of one year from 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027, who genuinely loves being around young children and brings a bright, positive energy to every day. The ideal candidate will help create a fun, caring and inspiring environment where every child feels seen, supported and excited to learn. You'll be a team player who communicates well, stays organised even when things get busy, and isn't afraid to roll up their sleeves, setting up activities and leading small group learning. Key to the role will be building trusting relationships with families, staff and children, and contributing to the school community through kindness, teamwork and a love of learning.

The role holder will report to the Head of Pre-Prep and EYFS.

## Job Description

### Key Tasks

- To assist in the planning and provision of a caring and stimulating environment that is appropriate to individual children and enable them to reach their full potential.
- To work closely with the class teachers to follow planning and deliver it in a way that enables children to learn (including monitoring their reading).
- To establish and maintain positive relationships with children and their families in a way that values parental involvement.
- To keep and share observations and assessments of children in your academic and pastoral care and to assist in keeping accurate records of each child's achievements and progress.
- To set up for and tidy up after sessions.
- To assist in keeping pupil files and assessment records up to date and accurate.
- To provide a service that respects the life experiences of the pupils and celebrates diversity in terms of language, culture, ability, race and religion.
- To work effectively as part of a team.
- To work within the agreed framework of policies and procedures set out within in the school.
- To assist in the management of material resources.
- To take part in day-to-day administration.
- To photocopy as required.
- To assist with record keeping, administration and general filing.
- To assist with classroom displays.
- To assist with administering and invigilating assessment tasks as appropriate.
- To help promote the safe use of ICT in all aspects of teaching and learning.
- To engage in small group and 1:1 teaching for specific needs.
- To assist with classroom and behaviour management.

### General School Duties

- To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy and the needs of the school.
- To act as an ambassador of the school and to maintain a positive image of its aims and objectives.
- To liaise with class teachers, the Head of Pre-Prep and Early Years and the Headmaster on a regular basis.
- To carry out playtime, lunchtime and after-school duties.
- To assist in concerts, productions and celebrations within the school.
- To attend Open Days, Speech Days and other events organised during the academic year.
- To take part in trips and visits.
- To attend staff meetings, staff development and training as appropriate.
- To carry out any other duties which will be seen to enhance the children's learning and care in the school.

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- To liaise with outside agencies as appropriate.
- To keep all information regarding the school, pupils and staff completely confidential at all times.
- To engage in the school's appraisal system.
- Any other duties that may from time to time be reasonably assigned by the Headmaster.

This job description is not exhaustive. Other task and responsibilities may be allocated as necessary and reasonable from time to time.

## Person Specification

Qualifications (tested at application)	Essential	Desirable
Relevant Level 3 qualification in Teaching Assistant Work		✓
Relevant Level 2 qualification in Teaching Assistant Work	✓	
SEN qualification		✓
Forest School qualification		✓
Current safeguarding training (within the last three years)	✓	
Educated to GCSE level (or equivalent) including English and Maths at grade C or above	✓	
Educated to A-level or equivalent		✓
Current Full Paediatric First Aid qualification		✓

Knowledge and Experience (tested at application and interview)	Essential	Desirable
Experience of working with young children on a paid and/or voluntary basis	✓	
Knowledge and understanding of the needs of young children, including their development and learning styles	✓	
Knowledge and understanding of the roles played by adults in a child's education	✓	
Knowledge and understanding of behaviour management strategies	✓	
Knowledge and understanding of equal opportunities, safeguarding and GDPR regulations	✓	

# The role

<b>Skills and Abilities (tested at application, interview and test)</b>	<b>Essential</b>	<b>Desirable</b>
Competent ICT skills	✓	
Ability to explain tasks simply and clearly	✓	
Ability to work with guidance but under limited supervision	✓	
Outstanding communication/interpersonal skills	✓	
Proven ability to work as part of a team and liaise with others	✓	
Good organisational skills	✓	
An ability to prioritise and carry out specific requests in a timely manner	✓	
Problem solving skills	✓	
Ability to monitor, record and make basic assessments about individual pupils' progress	✓	

<b>Attitudes and beliefs</b>	<b>Essential</b>	<b>Desirable</b>
A flexible attitude	✓	
A commitment to CPD	✓	
Humour, patience, stamina, loyalty and humility	✓	

# Key terms and how to apply

**Salary:** £12.93 - £14.03 per hour depending on qualifications and experience.

**Hours:** Term-time only, Monday to Friday 37.5 hours per week plus one later stay until 5pm per week.

**Type of position:** Fixed-term from 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027, term-time only with the requirement to work four weeks of holiday club per academic year.

**Holidays:** Entitlement to 6 weeks of paid annual leave.

**Benefits:** Eligible for discount on school fees for pupils at West House School Nursery, West House School (for boys) and Edgbaston High School for Girls (subject to normal admissions procedures), eligible to join a Contributory Pension Scheme, free lunch and refreshments, free parking, Employee Assistance Programme including Wider Wallet discount scheme, Bike2Work scheme, enhanced Maternity scheme.

**Start date:** 1<sup>st</sup> September 2026.

## How to apply

Applications should be made via My New Term: <https://mynewterm.com/school/West-House-School/103575>

The deadline for applications is **Friday 24<sup>th</sup> July 2026 at 9.00am.**

Short listed candidates will be contacted to arrange a suitable time for interview as soon as possible after the closing date.

If you have any queries about the role, or would like to discuss it in more detail, please contact Jo Ollier, HR Manager, by email: [jollier@westhouseprep.com](mailto:jollier@westhouseprep.com)

*West House School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo all statutory checks including an enhanced DBS check. A copy of the Recruitment, Selection and Disclosure Policy is available on the website.*

*This post involves working with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments. All convictions, police cautions or "bind overs", including any that would otherwise be considered "spent" under the Act must be disclosed, and will be taken into account in deciding whether to make an appointment.*

