These schools are committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment.

The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.
Application forms are available in large print, Braille or on audio tape on request. Please contact the Schools HR Recruitment Team on 0121 464 2144

Birmingham City Council is a Living Wage Employer
Where BCC is the employer; the minimum pay with the Living Wage enhancement is £8.45 per hour

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“We positively welcome applications from everyone and value diversity in our workforce”

In locally managed schools the salaries of all teachers are determined by the Governing Body under the terms of their whole school pay policy.
# SCHOOL BUSINESS MANAGER

**REACH SCHOOL, 9 High Street, Moseley and Kings Heath, Birmingham, B14 7BB**

*Telephone Number: 0121 6758 989, Email Address: caroline.regan@reachschool.co.uk*

The vision for REACH School, an alternative provision school, has grown out of our determination to prevent any of our young people failing to access and succeed in their mainstream settings.

We are seeking to appoint a School Business Manager who is profoundly committed to inclusion, to join our school.

This role will work as part of the extended leadership team and lead the business management to meet new challenges and drive improvements.

Key responsibilities of this role will include the leadership of all business management functions such as finance, HR and premises. We invite candidates from a range of professional backgrounds, who can demonstrate the ability to operate strategically, communicate effectively and who will share our passion for education. You will need to have experience in financial management in an education/school setting and experience of managing HR, health and safety and school premises.

**Closing Date: 25/02/2019, 9.00 am**

You can download an application pack from REACH School website or by clicking [here](#)

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# ADMINISTRATOR/RECEPTION ASSISTANT

**Lyndon School, Daylesford Road, Solihull, B92 8EJ, Telephone Number: 0121 743 3402,**

*Email Address: recruitment@ninestiles.org.uk*

Join our friendly, thriving and supportive staff team at Lyndon, and you will be in a school where (as reported by OfSTED) ‘Leaders know their school well....their actions to improve the school are effective. Leaders think carefully about pupils’ welfare, take an innovative approach to make sure that they support pupils effectively, (and) have designed a coherent and broad curriculum...as a result, pupils’ progress at key stage 3 is strong’.

Lyndon is part of Summit Learning Trust comprising Lyndon itself, Ninestiles School, Cockshut Hill School, four primary schools and the Sixth Form College Solihull. The leadership team of Lyndon is progressive and has the vision, drive and support to lead the school on a journey of excellence, with staff that have a passion for teaching and learning. We believe in working collaboratively, sharing ideas and supporting each other to achieve great things.

Here at Lyndon we aim to create opportunities and support achievement for our students and staff alike. Right now, we are seeking a motivated, flexible and enthusiastic Administrator/Reception Assistant to work as part of our dedicated Administration Team, and who is committed to supporting our high standards of learning and teaching for our
students as well as creating a nurturing environment within which everyone can reach their full potential.

Why work for us?
The Trust offers:

- Leadership development opportunities
- High quality training and support
- Opportunities to work across a number of schools
- Employee assistance programme
- Employee discount schemes

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 01/02/2019, 12:00

For an application pack and further information about all our vacancies please visit the trust website: [www.ninestilesacademytrust.org.uk/category/nat-vacancies/](http://www.ninestilesacademytrust.org.uk/category/nat-vacancies/)

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**Apprentice Finance and Data Assistant**

£13,605 - £15,306

Hours per week: 36 ½ hours per week, All year round

Contract Type: Fixed term for 2 Years - Apprenticeship

HAMSTEAD HALL ACADEMY, Craythorne Avenue, Handsworth Wood Birmingham B20 1HL

Telephone Number: 0121 386 7510, Email Address: postbox@hamsteadhall.com

Start Date: To be confirmed

The Directors are seeking to appoint an Apprentice Finance and Data Assistant to support the Academy Trust’s Finance and Administration Team with particular responsibility for certain finance, data and administration functions and to work closely with the Data Manager in our continued drive to use data to raise standards.

The successful candidate will work across the academies within the trust.

This is a fantastic career development opportunity to work in a friendly environment and to join a team where you will be valued.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 15.30 pm

Application forms and further information can be downloaded from the Birmingham City Council website or the Hamstead Hall Academy website.

For further details contact Pam Mole, PA to the Executive Principals, or for an informal discussion about the post contact Tom Bill, Director of Finance, at the Academy.

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**Exams Officer**

£19,819 - £25,463 pro rata

Hours per week: 36.5, term time only + 2 weeks

Work Pattern: Banked hours

Contract Type: Permanent

TILE CROSS ACADEMY, Gressel Lane, Birmingham, B33 9UF

Telephone Number: 0121 566 6400, Email Address: enquiry@tilecrossacademy.com
Tile Cross Academy require an Examinations Officer to join our small, friendly and very effective team providing invaluable support to learners in our successful and thriving multi-cultural school.

We are looking for an experienced, self-motivated and flexible person to provide an efficient and effective service to the Academy. The Examinations Officer is responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies and Line Management of a team of external invigilators.

The aim of the Washwood Heath Multi Academy Trust is to provide the best possible learning opportunities for the young people within the areas it serves. The Multi Academy Trust will provide the staff and services needed to administer, organise and deliver these provisions of the highest quality.

Tile Cross Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 12:00
For full Job Description & Application form, please see school website or email: c.holmes@tilecrossacademy.com

School Business Manager
£34,106 - £41,846 pro rata
Hours per week: 36.50, term time only
Contract Type: Permanent
ST JAMES CE PRIMARY SCHOOL, Sandwell Road, Birmingham, B21 8NH
Website: http://www.stjamesce.bham.sch.uk
Start Date: TBA
St James’ is judged to be a “good” Church of England School that serves a community of many faiths and cultures.

We require an experienced, resilient and highly motivated School Business Manager to lead the strategic development and management of whole school administration, finance, HR, procurement, facilities and GDPR.

Experience of school settings is essential, as is the possession of the CSBM or an equivalent qualification.

The preferred candidate for this varied and interesting role will display:

- Strategic and day to day financial and budget management skills
- The ability to lead, organise and motivate teams and individuals
  - Strong organisational and planning skills
  - A positive and problem solving attitude
- The ability to communicate effectively with a range of audiences.
St. James is a PFI school with excellent facilities. You will join a happy and cohesive team and work alongside dedicated leaders and governors.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Informal visits to be held on Monday 11th February 2019 at 2 p.m. and 4 p.m. Please phone the school office to register your interest.

Closing Date: 15/02/2019, 12:00 noon

Interviews to be held week beginning 4th March 2019

If applicants have not heard from the school by Friday 8th March, they may assume that their application has not been successful.

Application packs available from: CSURecruitment@birmingham.gov.uk quoting ref: ES2066SB or by clicking here

Completed applications should be returned to: CSURecruitment@birmingham.gov.uk or posted to Performance, Engagement & Commissioning Services, PO Box 16461, Birmingham, B2 2DB

Adminstration/Finance Assistant

£17,007 - £19,446 - Actual salary is £14,869 - £17,002

Point of the scale is dependent on skills and experience

Hours per week: 36.5, term time only

Contract Type: Fixed term until 21 July 2019 - business needs

ERDINGTON HALL PRIMARY SCHOOL, Ryland Road, Tyburn, Birmingham, B24 8JJ

Tel No: 0121 464 3122, Email Address: recruitment@ninestiles.org.uk

Start Date: as soon as possible

Erdington Hall is one of the family of schools in the Summit Learning Trust. At Erdington Hall we are continually developing ways to ensure our children have the best possible opportunities to be successful. We recognise that through an enriched, varied curriculum, children are challenged. We also ask that children challenge themselves and aspire to be the very best they can be.

We are seeking a highly organised, motivated and enthusiastic person to join our busy office team which is based in Erdington, Birmingham. If you are passionate about making a positive difference to the lives of our pupils, then this is a role for you.

No two days are the same in this role and the successful candidate will need to have the resilience and enthusiasm to deliver results in a fast paced environment. Candidates must have a good level of IT skills and ideally have experience of working with IT software such as CMIS/SIMS and the Microsoft Office packages including, Word, Outlook and Excel.

Candidates will also have a high level of literacy and numeracy skills and have excellent interpersonal and customer service skills. The successful candidate will have a good financial background and will enjoy the challenge of learning new software. You will also need to be able to demonstrate that you are able to work flexibly, work calm under pressure and uphold a professional, friendly manner at all times.

About the Trust

The Summit Learning Trust is a family of schools currently comprising four primary schools and three secondary schools. The Sixth Form College, Solihull has also joined the Trust in August 2017. In our Trust, we celebrate the rich and diverse school communities that make
up our schools. Sharing, listening to and respecting each other’s views and beliefs make our Trust stronger. We support each other, honouring our different backgrounds, to create a safe and equal environment for all. We are always looking for ways to improve, and that we insist, relentlessly, on the highest standards of teaching and learning. Everyone in the Trust is continually challenged to improve on their best skills and attributes. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

**Closing Date:** 12/02/2019, 12:00
**Interview Date:** Friday 15 February 2019

For an application pack and further information about all our vacancies please visit the trust website: [www.ninestilesacademytrust.org.uk/category/nat-vacancies/](http://www.ninestilesacademytrust.org.uk/category/nat-vacancies/).

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**Receptionist**

£17,007 - £19,446 pro rata

**Hours per week:** 30, term time only

**Contract Type:** Fixed term until 31.08.2019 to cover absence

**LOZELLS SCHOOL,** Wheeler Street, Birmingham, B19 2EJ

**Email Address:** enquiry@lozells.bham.sch.uk, **Telephone Number:** 0121 566 4370

**Start Date:** As soon as possible

We are seeking a confident, friendly, committed and organised receptionist to join our busy office. You will provide a professional and welcoming reception for all visitors, parents and children to Lozells School.

Other duties include dealing with telephone calls and taking messages, management of the school’s incoming and outgoing post, word processing, data input, filing and other administrative duties.

Excellent literacy, numeracy and computer skills, experience of working with people, a clear knowledge and understanding of all aspects of safeguarding and the ability to work calmly under pressure will be essential for this post. The ability to offer a community language would be an advantage.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

**Closing Date:** 08/02/2019, 10am

For an application form, please visit our vacancies page on the school website: [http://www.lozells.bham.sch.uk/](http://www.lozells.bham.sch.uk/)

Completed forms should be returned to: enquiry@lozells.bham.sch.uk

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**Cleaner**

£16,394 - £16,863 pro rata

**Hours per week:** 12.30 - Monday to Friday, 3.15pm to 5.45 pm

**Work Pattern:** All year round

**Contract Type:** Permanent

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**BUILDING/CLEANING & MAINTENANCE**

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KING EDWARD VI HANDSWORTH WOOD GIRLS' ACADEMY, Church Lane, Handsworth, Birmingham, B20 2HL, Tel No: 0121 554 8122, Email Address: recruitment@hwga.org.uk

Start Date: As soon as possible

We are looking for an experienced cleaner to join our site team to ensure that our staff and pupils are provided with a meticulously clean working and learning environment. Duties will include dusting, polishing, vacuuming, mopping/sweeping using the specified materials and mechanical cleaning aids and other cleaning duties as necessary to meet the site daily cleaning schedule.

In return for an eye for detail and a willingness to work hard, we offer a friendly working environment with opportunities to develop professionally through our Performance Management and CPD programme.

The successful candidate will have the ability to work unsupervised or as part of a team. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 3.30 pm

Further details and application form available on the Vacancies tab on the academy website: www.hwga.org.uk. Applications to be returned to: recruitment@hwga.org.uk

Site Supervisor
£16,123 - £19,121 per annum - Starting salary £16,123

Hours per week: 36.5 hours a week, All year round

Contract Type: Permanent

PARKFIELD COMMUNITY SCHOOL, Parkfield Road, Birmingham, B8 3AX

Telephone Number: 0121 464 1131, Email Address: n.harrold@excelsiormat.co.uk

Start Date: As soon as possible

Parkfield Community School is an innovative and friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We are a Rights Respecting Level 2 school and we actively promote the Equality Act 2010. Many of our staff are outstanding practitioners, partly due to the excellent professional development programme on offer at Parkfield School.

At Parkfield Community School we have:
- A Maths Academy – Centre of Excellence for approach to Maths Mastery;
- An Onsite Professional Development Centre – Providing a range of high-quality courses;
- Young Engineers’ Academy – Exploration of AutoCAD, robotics and problem-solving and a teacher who specifically leads these sessions;
- A Teacher Coach – Coaching in moving from good to outstanding;
- Excellent computing facilities – iPads, Macs, TV studio and radio station;
- High Class CPD available with credits towards a Masters’ degree.

We require a Site Supervisor to provide a clean, safe and secure environment for users of the school buildings and grounds.

Closing Date: 24/02/2019, 17:00

Please fill out an application form, click here and submit to Nicola Harrold (Trust HR Lead) n.harrold@excelsiormat.co.uk
Trust Facilities Manager

£26,470 - £33,135 pro rata - Actual starting salary £23,144
Hours per week: 36.5 hours a week, term time only
Contract Type: Fixed term 2 years contract in the first instance
EXCELSIOR MULTI ACADEMY TRUST, PARKFIELD JUNIOR AND INFANTS SCHOOL,
Parkfield Road, Birmingham, B8 3AX, Telephone Number: 0121 464 1131,
Email Address: n.harrold@excelsiormat.co.uk
Start Date: As soon as possible

Here at Excelsior Multi Academy Trust we specialise in schools in deprived areas of Birmingham and those schools who can join us in our strive to mathematic excellence. This is where we feel that we can spread our outstanding educational provision to the children in our society.

Within Excelsior Multi Academy Trust, amazing teachers change lives. Our academies help prepare precious young people for happy, healthy, successful futures through the magic of learning.

Our strong, independent leadership team share a fundamental commitment to individual pupil outcomes, innovation, equality and excellence. We are privileged to work with inspiring young people every day, and we are proud of our achievements in their name. Each of the Trust’s academies is as unique as the local community it serves. All benefit from Excelsior’s close collaboration with parents and guardians, academia, Government, social and commercial partners, for the benefit of every child in our care, today and in the future.

We are looking for a Trust Facilities Manager to lead and manage the Estates and Facilities Management function across the MAT. Please see attached job description and person specification for further details.

Please note, this role does include some site duties at Parkfield Community School.

Closing Date: 24/02/2019, 17:00
Please click here and complete the attached application form and return to Nicola Harrold (Trust HR Lead) n.harrold@excelsiormat.co.uk

Cleaner

£16,394 - £16,863 pro rata + Living Wage Enhancement where applicable
Hours per week: 12.30, term time only
Contract Type: Permanent
YORKMEAD PRIMARY SCHOOL, 42 York Road, Hall Green, Birmingham, B28 8BB
Email Address: enquiry@yorkmead.bham.sch.uk, Telephone Number: 0121 464 4215
Start Date: 04/03/2019

We are seeking to appoint a part-time Cleaner to work alongside the Senior Cleaner to ensure the school receives and maintains a high standard of cleanliness.

The successful candidate will:
Be highly motivated. Be punctual and have good attendance.
Be committed to ensuring a high standard of cleanliness.
Be able to work unsupervised and as part of a team.

We can offer:
Welcoming and supportive staff.
Polite and friendly pupils.
Relevant CPD opportunities.
The hours are 3.30pm to 6.00pm term time, although additional negotiable hours will need to be worked during the February, Easter and Summer Holiday to complete a deep clean.
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
Closing Date: 15/02/2019, 12.00
Informal visits welcome. Application packs are available on the school website: www.yorkmead.co.uk or by contacting the school office.

Assistant Building Supervisor
£17,007 - £19,446
Hours per week: 36.50, All year round
Contract Type: Permanent
MARLBOROUGH JUNIOR SCHOOL, Marlborough Road, Birmingham, B10 9NY
Telephone Number: 0121 464 7933, Email Address: g.holloway@mjs.bham.sch.uk
Start Date: As soon as possible
Would you like to be part of a forward thinking and nurturing school community, dedicated to providing the best possible opportunities for all its pupils?
An exciting opportunity has arisen for an Assistant Building Services Supervisor to join Marlborough Infant and Nursery School and Marlborough Junior School and work alongside our Building Services Manager.
Marlborough Infant and Nursery School and Marlborough Junior School are part of The Leigh Trust and this is a rare opportunity for the right candidate as the schools move towards becoming one primary school. The position would be based on one site but with responsibility across both schools.
The successful candidate will:
• be friendly, approachable and positive
• have the ability to work well with others as part of a team, whilst also using their own initiative
• take pride in their work, maintaining and improving the condition and upkeep of the school buildings and grounds and undertaking janitorial and cleaning work
• maintain the security of the school’s buildings and grounds, ensuring health and safety is maintained at all times
• have the ability to undertake and plan repairs and general maintenance to a high standard, keeping relevant records up to date
• use their initiative to problem solve and seek solutions, being self-motivated and able to work under pressure
• be able to build effective relationships with staff, pupils, visitors and the wider school community, working within the school’s policies and procedures in line with Health and Safety Regulations, risk management, site security and compliance with safeguarding
We can offer you:
• Happy, well behaved pupils
• A dedicated, friendly and enthusiastic team of staff
• Supportive governors
• A positive, inspiring learning environment
• A unique opportunity to bring two schools together

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

We would welcome visits to the school and ask you to contact Mrs Holloway, Senior Office Manager to arrange a time.

Closing Date: 15/02/2019, 17:00

An application pack is available from: www.mjs.bham.sch.uk or via email to: g.holloway@mjs.bham.sch.uk

Site Manager

£34,106 - £41,846

Hours per week: 36.5, All year round

Contract Type: Permanent

MOSELEY SCHOOL & SIXTH FORM, College Road, Springfield, Birmingham, B13 9UU

Telephone Number: 0121 566 6441, Email Address: recruit@moseley.bham.sch.uk

Start Date: as soon as possible

We are looking for an enthusiastic Site Manager to join Moseley School and Sixth Form. This is an important role, providing a full service at Moseley School and Sixth Form.

Are you an individual, with a real passion to deliver the highest standards?

Our perfect candidate will:

• Have good working knowledge of the management, development, security, safety and maintenance of school buildings
• Have experience of managing staff and contractors
• Have excellent knowledge of Health & Safety
• Be able to maintain accurate maintenance records and site risk assessments
• Be able to manage and motivate a team
• Be able to work under pressure and to deadlines, and produce work to the required standards and to agreed timescales.

We are a welcoming team that strive to provide an inclusive and supportive environment for our students and staff alike.

If this is you come and join ‘Team Moseley’. The staff at Moseley School and Sixth Form is a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community.

Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1400 students, 195 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy access to our on-site gym.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 25/02/2019, 8.00am
Download an application pack from our website: [www.moseley.bham.sch.uk](http://www.moseley.bham.sch.uk) or contact Caroline Schilling, PA to Head Teacher, on 0121 566 6441. You can also download from the [BCC website](http://www.moseley.bham.sch.uk).
Completed applications should be returned to Caroline Schilling, PA to Head Teacher, at the school address or via email to: recruit@moseley.bham.sch.uk with an accompanying letter explaining how you meet the requirements of the role.

**Interview Date: Monday 4th March 2019**

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### Student Support Officer

**£21,074 - £23,111 pro rata - Actual salary £18,429.95 - £20,211.37 per annum**

- **Hours per week:** 37, term time only
- **Contract Type:** Fixed term until 31/08/2020
- **BOURNVILLE SCHOOL,** Hay Green Lane, Bournville, Birmingham, B30 1SH
- **Telephone Number:** 0121 475 3881, **Email Address:** partridge.k@bournville.bham.sch.uk
- **Start Date:** As soon as possible

The Student Support Officer will look after the well-being of students in a given year group/s as part of the academy’s pastoral team.

The post holder will work alongside Heads of Year, other members of the Pastoral Team, parents/carers and other agencies to secure good outcomes for all students. They will implement school policies on discipline and behaviour in relation to these students and contribute to raising the attainment of students through promoting an ethos of high expectation. In addition, they will actively promote the academy’s values and assist teaching staff in narrowing the gap between disadvantaged and other children.

We look forward to receiving your application.

**Closing Date:** 08/02/2019, 12:00

For an application form, please visit our website: [https://www.tes.com/jobs/employer/bournville-school-1082395](https://www.tes.com/jobs/employer/bournville-school-1082395)

CV’s will not be accepted for this post.

**Interviews to take place week commencing 11th February 2019**

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### School Counsellor

**£26,470 - £33,136 pro rata - Actual salary is £23,144 - £28,973. The point of the scale will be assessed dependent on experience and qualifications.**

- **Hours per week:** 36.5 hours per week, term time only
- **Contract Type:** Permanent
- **NINESTILES, AN ACADEMY, PART OF THE SUMMIT LEARNING TRUST,** Hartfield Crescent, Birmingham, B27 7QG, **Telephone Number:** 0121 628 1311
- **Email Address:** recruitment@ninestiles.org.uk
- **Start Date:** as soon as possible
The greatest strength of our school is our students who are often praised for their creativity, musical talents, artistic performances and respect they have for one another. Students generally understand the importance of learning, value their school and are proud to be part of it.

Ninestiles has a very reflective teaching staff body who welcome feedback from parents and students to secure the needs of all learners. The school has a wide and varied curriculum, students have access to an impressive range of sporting and extracurricular activities with well over sixty enrichment opportunities offered after school. There is a strong culture of safeguarding and staff work positively with the leadership team to ensure students are kept safe.

We require a qualified Counsellor to start as soon as possible. The job purpose is to provide a professional and confidential counselling service to children and young people, promoting their emotional health and well-being and building their resilience to help them cope with the difficulties they face. To carry out this role it is essential that you are fully qualified and registered with BACP or UKCP and NCS.

The successful candidate will be able to demonstrate they can be exceptionally well organised with superb communication skills; be able to relate well to both adults and young people and demonstrate an unequivocal commitment to contributing to the achievement of the Trust’s mission statement. In return, we offer an exciting and challenging role within a very supportive team and the opportunity to develop your skills within this innovative and growing Trust.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 12:00

Please see the job description and person specification for further information. For an application form and further details, please visit the Trust website at:

http://www.ninestilesacademytrust.org.uk/category/nat-vacancies/

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Child Protection Officer

£26,470 - £33,136 - Actual salary is £23,651 - £29,607. The point of the scale will be assessed dependent on experience and qualifications.

Hours per week: 36.5 hours per week, term time only

Contract Type: Permanent

NINESTILES, AN ACADEMY, PART OF THE SUMMIT LEARNING TRUST, Hartfield Crescent, Birmingham, B27 7QG, Telephone Number: 0121 628 1311

Email Address: recruitment@ninestiles.org.uk

Start Date: as soon as possible

The greatest strength of our school is our students who are often praised for their creativity, musical talents, artistic performances and respect they have for one another. Students generally understand the importance of learning, value their school and are proud to be part of it.

Ninestiles has a very reflective teaching staff body who welcome feedback from parents and students to secure the needs of all learners. The school has a wide and varied curriculum, students have access to an impressive range of sporting and extracurricular activities with well over sixty enrichment opportunities offered after school. There is a strong culture of
safeguarding and staff work positively with the leadership team to ensure students are kept safe.

We require a motivated and experienced Child Protection Officer who is committed to the safeguarding and welfare of all of our students. The role involves contributing to the development of safeguarding and child protection policies, training, procedures and guidance across the school, and assisting in the coordination of referrals, actions and the review of services for vulnerable children and families.

To carry out this role, it is essential that you have demonstrable experience of working effectively with vulnerable children or young people in either education, social work, youth work or another related area of work. The successful candidate will also be able to demonstrate they work effectively with the parents/carers of children and work efficiently with a range of professionals to promote children’s/young people’s learning or welfare. In return, we offer an exciting and challenging role within a very supportive team and the opportunity to develop your skills within this innovative and growing Trust.

Closing Date: 08/02/2019, 12:00

Please see the job description and person specification for further information. For an application form and further details, please visit the Trust website at: http://www.ninestilesacademytrust.org.uk/category/nat-vacancies/

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ICT Technician

£18,870 - £20,541

Hours per week: 36.50, All year round

Contract Type: Permanent

BISHOP VESEY’S GRAMMAR SCHOOL, Lichfield Road, Sutton Coldfield, West Midlands

Telephone Number: 0121 250 5400, Email Address: hr@bishopveseys.bham.sch.uk

Start Date: 18/03/2019

Following internal promotion of the current post holder, we have an exciting key vacancy for an experienced ICT Technician who will support our IT Team in providing an efficient and effective IT technical support service across the school.

Duties involve:

• Supporting the maintenance and development of the school IT resources
• Providing training and support sessions for staff and students
• Assisting in the classroom and providing curriculum support as appropriate
• Ensuring that IT facilities across the school are fully functional at all times.

Do you have significant experience of:

• Providing technician support in a school, education or commercial environment?
• Supporting and troubleshooting wired and wireless networks?
• Implementing system upgrades, carrying out server maintenance and installing applications on client server networks?

Are you:

• Confident to respond to emergency calls within the classroom?
• Customer focussed, self-motivated and flexible with accomplished time management and organisational skills?
• Able to converse at ease with parents/students and members of the public and provide advice in accurate spoken English?
  If so, we would like to hear from you.
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
  
  **Closing Date: 08/02/2019, 12 noon**
  
  We reserve the right to close this vacancy early should we receive an overwhelming response.

  Please visit our website at: [www.bvgs.co.uk](http://www.bvgs.co.uk) to view the Job Description, Person Specification and to download an application form.

  Shortlisted candidates will be contacted on 11th February with interviews taking place on 13th February 2019.

  To arrange a pre-application visit please contact Michele Wallis, HR Manager via hr@bishopveseyes.bham.sch.uk or by telephone on (0121) 250 5400. If you wish to have an informal chat about this role please contact Graham Swindells, Finance Director & Schools Business Manager on (0121) 250 5400.

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**IT Support Administrator**

£21,074 - £24,657

**Hours per week: 36.5, All year round**

**Contract Type: Permanent**

**KING EDWARD VI CAMP HILL SCHOOL FOR BOYS, Vicarage Road, Brandwood, Birmingham, B14 7QJ, Telephone Number: 0121 444 3188**

**Email Address:** enquiry@camphillboys.bham.sch.uk

**Start Date:** As soon as possible

We are seeking to appoint an enthusiastic and highly motivated IT support Administrator to assist in the support and maintenance of all aspects of the schools’ curriculum and networks. Appropriate technical ability, qualifications, interpersonal skills and enthusiasm to work with teachers, support staff and pupils is essential.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

**Closing Date: 11/02/2019, 09:00**

If you are interested, further details and an application form are available from the school website [www.camphillboys.bham.sch.uk](http://www.camphillboys.bham.sch.uk). No CVs
Examination Invigilators (Casual)
£8.82 per hour
Work Pattern: Term time only
Contract Type: Casual
King Edward VI Handsworth Wood Girls’ Academy, Church Lane, Handsworth, Birmingham, B20 2HL, Telephone Number: 0121 554 8122,
Email Address: recruitment@hwga.org.uk
We are seeking to appoint casual exam invigilators across the school year. Invigilators must be available throughout most of the summer exam period from mid-May until the end of June. The purpose of this role is to implement examination procedures and ensure the proper conduct of examination candidates. You will be responsible for setting up exam rooms and collecting, distributing and the returning of all papers. The ideal candidates will be able to demonstrate excellent inter-personal skills, an outstanding attendance and punctuality record, resilience, the ability to work in an organised and methodical manner.

King Edward VI Handsworth Wood Girls’ Academy is an 11-18 comprehensive school in the north-west of Birmingham.

Our student intake is from a variety of ethnic backgrounds, making for a very harmonious and happy school. Our Ofsted inspection in May 2014 graded the academy as Outstanding, stating that “the academy provides an exceptionally high quality of education, which results in students making outstanding progress.’

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

Closing Date: 06/02/2019, 3.30 pm
How to apply: Further details and an application pack can be found under the Vacancies tab at: www.hwga.org.uk
Completed application forms should be returned to recruitment@hwga.org.uk
We regret we are unable to accept CV’s as part of the application process. Applications will only be considered if the application form contained within the applicant pack is submitted.

Out of School Club Deputy Manager Level 3
£17,792 (£7,386 pro rata) £9.44 per hour
Hours per week: 20 (1:45pm-5.45pm Monday - Friday) term time only
Contract Type: Permanent
SELLY OAK NURSERY SCHOOL, 26 Tiverton Road, Birmingham, B29 6BP
Tel No: 0121 472 1700, Email Address: p.bayliss@sellyoak-nur.bham.sch.uk
Selly Oak Nursery School is an "Outstanding" School. We are looking to appoint a Deputy Manager for our successful Out of School Club (OSC), 16 children 3-4 year olds. Do you have a sound knowledge of the EYFS curriculum and play principles? Are you an excellent communicator who can work effectively with the school staff, parents and children? Are you well organised with a passion for planning exciting and high quality activities? If yes, please consider this post. We would highly recommend visiting the school. Dates for visits are Wednesday 30th January at either 09:30am or 4pm. Interviews will be held on
Wednesday 27th February 2019. Should you be selected for interview, please note that it is really important that your references are relevant and up to date. Both references must relate to you work, one of which must be your current or last employer. Please ensure their full address; telephone number and current email address are up to date. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 12:00

For more information or an informal chat, to arrange a visit or for an application pack, please contact Paula Bayliss (between 8am-12pm) or Pete McKinney (between 12pm-4pm) on 0121 472 1700. Please note previous applicants need not re-apply.

Design, Technology & Art Technician

£17,681 - £18,672 pro rata
Hours per week: 36.5, term time only
Contract Type: Permanent

NORTH BIRMINGHAM ACADEMY, 395 College Road, Kingstanding, Birmingham, B44 0HF
Telephone Number: 0121 450 9803, Email Address: gabrielle.lennon@e-act.org.uk
Start Date: ASAP

We are seeking to recruit a motivated individual to join our busy Art & Technology Department. The post holder must be flexible and highly organised and have the ability to work independently. Relevant experience of using workshop machinery including traditional hand tools and the ability to demonstrate their safe use is required.

Experience of working in DT or Art is desirable but training can be provided. You will have working knowledge of using Microsoft Office programmes and previous experience and also be able to provide specialist support for the ADT curriculum area particularly resistant materials, Art, CAD/CAM. The successful candidate will be able to make use of the E-ACT exciting and in-depth CPD programme. E-ACT is about improving schools. We do this through a relentless focus on building strong teaching and learning, inspiring curriculums, effective standard operating procedures and embedding a culture based on our values of thinking big, doing the right thing and showing team spirit.

The E-ACT team includes over 2,000 employees based across 24 Academies, six regional teams and one national team. We are responsible for over 14,000 pupils across our primary and secondary academies, which are located across six regions: This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 15/02/2019, 12.00

Please apply by completing an application which can be downloaded from: https://northbirminghamacademy.e-act.org.uk or download here

Examination Invigilators

£9.28 per hour
Hours per week: Variable
Contract Type: Casual

UNIVERSITY OF BIRMINGHAM SCHOOL, 12 Weoley Park Road, Birmingham, B29 6QU
The University of Birmingham School is a high profile school for our city. We are currently seeking to recruit a number of Examination Invigilators to oversee and promote our academic examinations in a supportive atmosphere so that our students may achieve their best in a secure and well planned exam environment. Flexibility will be essential with Invigilators being provided with a timetable detailing the duration of examinations which may vary during exam seasons. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 12/02/2019, 23:59

The Candidate Information Pack and Application Form are available on our website: www.uobschool.org.uk. Please note that CVs are not accepted.

Applications should be sent to: b.craddock@uobschool.org.uk for the attention of Mr Ben Craddock, Examinations Officer.

Science Technician
£17,007 - £17,391
Hours per week: 36.5, All year round
Contract Type: Permanent
COLMERS SCHOOL & SIXTH FORM COLLEGE, Bristol Road South, Longbridge, Birmingham, B45 9NY, Telephone Number: 0121 453 1778, Email Address: recruitment@colmers.school
Start Date: As soon as possible
A vacancy has arisen for an experienced science technician to work in a successful, busy Science Department. As part of this team you will be providing support and service to all aspects of the Science Curriculum. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 15/02/2019, 12.00 midday
For further details and an application form please see the school website: www.colmers.bham.sch.uk

Clerk to Governing Body
£900 per year
Hours per week: 10 hours per year, term time only
Contract Type: Permanent
KITWELL PRIMARY SCHOOL, Wychbury Road, Birmingham, B32 4DL
Telephone Number: 0121 476 0694, Email Address: enquiry@kitwell.bham.sch.uk
Start Date: As soon as possible
Kitwell Primary School is a successful, single form entry primary and nursery class, located in South Birmingham.

The successful applicant will be required to attend and facilitate approximately 10 out of school hours Governing Body & Committee meetings per year. Co-ordination of meeting
dates; preparation and distribution of meeting papers; recording and filing accurate minutes of meeting are all key tasks of this high profile role. Applicants need to be committed to the ethos of the school and be flexible and reliable. Experience in minute taking using Microsoft Office would be advantageous but not essential as training will be available.

Closing Date: 15/02/2019, 3.00pm
For an application pack please email: enquiry@kitwell.bham.sch.uk or phone 0121 476 0694

<table>
<thead>
<tr>
<th>Sixth Form Support Officer</th>
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<tr>
<td><strong>£19,819 to £25,463 FTE</strong></td>
</tr>
<tr>
<td><strong>Salary for post: £17,758-£22,816 pro rata</strong></td>
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<tr>
<td><strong>Hours per week: 37, term time only plus 5 days</strong></td>
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<td><strong>Contract Type: Fixed term for Maternity Cover</strong></td>
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MOSELEY SCHOOL & SIXTH FORM, Wake Green Road, Birmingham B13 9UU
Tel No: 0121 566 6441, Email Address: recruit@moseley.bham.sch.uk

Start Date: March 2019

We are seeking to appoint an exceptional and dynamic Sixth Form Support Officer. You will provide pastoral mentoring in order to underpin academic progression and make a significant difference to the life chances of our students. As a dedicated and enthusiastic Sixth Form Support Officer you will have a clear passion for supporting our students through their academic journey. Moseley School and Sixth Form is ranked in the top 2% in the country for progress with our KS5 students and ranked 1st in Birmingham for progress. We aspire to provide the best educational opportunities and outcomes for all our students.

Our perfect candidate will:
- Be able to motivate, challenge and inspire students to achieve their best
- Be able to establish and develop outstanding relationships with students, their parents and staff
- Help us to maintain excellent results
- Contribute to our core vision and values

If this is you come and join ‘Team Moseley’. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community. Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1400 students, 195 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy access to our on-site gym. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 28/02/2019, 8.00am

Interview Date: Thursday 28th February 2019

Download application form [here](#) or school website [www.moseley.bham.sch.uk](http://www.moseley.bham.sch.uk), alternatively request via email to: recruit@moseley.bham.sch.uk or contact
**Student Support Assistant**

Full time equivalent: £19,589 to £20,828 per annum  
Term time only pay £6,851 to £7,284 per annum  
Hours per week: 14.6 - 2 days per week each Monday and Tuesday, term time only  
Contract Type: Permanent  
KINGS NORTON GIRLS SCHOOL AND LANGUAGE COLLEGE, Selly Oak Road, Birmingham, B30 1HW, Tel No: 0121 675 1305, Email Address: dwilson@kngs.co.uk  
Start Date: As soon as possible  
We are looking to appoint a part time Student Support Assistant. The successful candidate will be committed to working with young people to ensure they thrive and achieve. Key responsibilities include working with the Inclusion and Intervention Manager in supporting students and staff with the management and running of student behaviour systems and interventions which impact on learning. If you wish to discuss the role prior to submitting an application or if you would like to arrange a visit, please contact Ms Emma Macaulay, Inclusion and Intervention Manager on 0121 675 1305 to arrange a suitable time. We do not arrange visits once the post has closed. The post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.  
Closing Date: 11/02/2019, 09:00  
Applications can be made by visiting the vacancies page of our website www.kngs.co.uk. Completed applications should be emailed to the Headteacher’s PA Denise Wilson dwilson@kngs.co.uk

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**EAL Coach**

£19,819 - £25,463 FTE (£17,329 - £22,264 pro rata)  
Hours per week: 37, term time only  
Contract Type: Fixed term until July 2019  
MOSELEY SCHOOL & SIXTH FORM, 181 Wake Green Road, Springfield, Birmingham, B13 9UU, Telephone Number: 0121 566 6441  
Email Address: recruit@moseley.bham.sch.uk  
Start Date: February/March 2019 or as soon as possible  
We are seeking to appoint an EAL Coach. As a dedicated and enthusiastic EAL Coach you will have successfully secured rapid progress amongst a range of EAL students, with a thorough understanding of child development and learning. This post is a vital role to assist our students to achieve in life.  
Our perfect candidate will have:  
• A degree and relevant accredited postgraduate professional qualification e.g. TESOL; TEFL; DELTA; CELTA or equivalent.  
• Excellent level of personal literacy

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**Caroline Schilling, PA to Head Teacher, on 0121 566 6441**  
Completed applications should be returned to Caroline Schilling at the school address or via email to: recruit@moseley.bham.sch.uk, with an accompanying letter explaining how you meet the requirements of the role.
• Evidence of securing positive outcomes with groups of EAL students
• Flexibility to deliver out-of-school clubs/intervention/revision classes as required
• A passion/vision for student achievement and ability to communicate/motivate students likewise
• Knowledge and use of a range of effective strategies to manage behaviour and support learning

If this is you come and join ‘Team Moseley’. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community.

Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1400 students, 195 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy access to our on-site gym.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 8.00am

Download an application pack from our website: www.moseley.bham.sch.uk or contact Caroline Schilling, PA to Head Teacher, on 0121 566 6441.

Completed applications should be returned to Caroline Schilling, PA to Head Teacher, at the school address or via email to: recruit@moseley.bham.sch.uk with an accompanying letter explaining how you meet the requirements of the role. You can also download from the BCC website

Interview Date: Thursday 14th February 2019

Support Worker for member of staff with Visual Impairment
£17,007 - £19,446 pro rata (Actual Salary £13,242 - £15,141)
Hours per week: 32.5, term time only
Contract Type: Fixed term until 2 April 2020 - Access to Work Funding
TOWN JUNIOR SCHOOL, Ebrook Road, Sutton Coldfield, B72 1NX
Telephone Number: 0121 362 7310, Email Address: recruitment@plantsbrookschool.co.uk
Start Date: as soon as possible

To provide sighted support to a member of staff with visual impairment, assisting with mobility and orientation around the work place and providing support with organisation of the working day to include administration tasks.

The successful candidate will be empathetic and have an understanding of issues experienced by people with visual impairment.

You will have excellent communication skills and have the ability to work confidently using your own initiative.

Experience of providing adult support in the workplace is essential.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

Closing Date: 15/02/2019, 12 noon
Art & Design Technician

£17,007 - £19,446 pro rata (Actual salary is £14,870 – £17,003). The point of the scale will be assessed dependent on experience and qualifications.

Hours per week: 36.5 hours per week, term time only

Contract Type: Permanent

NINESTILES, AN ACADEMY, PART OF THE SUMMIT LEARNING TRUST, Hartfield Crescent, Birmingham, B27 7QG, Telephone Number: 0121 628 1311

Email Address: recruitment@ninestiles.org.uk

Start Date: as soon as possible

The greatest strength of our school is our students who are often praised for their creativity, musical talents, artistic performances and respect they have for one another. Students generally understand the importance of learning, value their school and are proud to be part of it.

Ninestiles has a very reflective teaching staff body who welcome feedback from parents and students to secure the needs of all learners. The school has a wide and varied curriculum, students have access to an impressive range of sporting and extracurricular activities with well over sixty enrichment opportunities offered after school. There is a strong culture of safeguarding and staff work positively with the leadership team to ensure students are kept safe.

Our Design and Technology department is looking to restructure its technician support and as a result we are delighted to offer an opportunity to join an established team of creative experts who have a passion for teaching their chosen subjects and need some very practical support to do this as effectively as possible.

The Creativity and Performance faculty at Ninestiles encompasses a range of subjects including Design and Technology, Food, Art and Textiles, Performing Arts, PE, Drama and Music.

If you have a love of creative subjects and enjoy nothing more than supporting practical activities, then this opportunity could be for you. We offer this post working through term time only and are seeking applicants, who are prepared to work flexibly across the whole Art and DT faculty to support our student’s needs.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 14/02/2019, 12:00

If you would like an application pack or further information please visit the trust website: http://www.ninestilesacademytrust.org.uk/category/nat-vacancies/
# TEACHING ASSISTANTS

## Teaching Assistant Qualifications

Teachers with full Qualified Teacher Status will be deemed to be a qualified Grade 3 teaching assistant. Otherwise teaching assistants being paid on GR3 should hold one of the approved qualifications. Current awarding bodies and approved qualifications are given on the Ofqual website. Training courses provided by organisations not registered with Ofqual (such as private colleges offering correspondence courses/distance learning) are not recognised for the purposes of qualification as a teaching assistant in Birmingham. Any employee or prospective employee wishing to obtain a recognised qualification for a teaching assistant should be advised to check that the course is approved by Ofqual before enrolling. For information on previous qualifications, which remain valid for those who hold them, see below.

The qualifications and credit framework (QCF) introduced in September 2010 replaced National Vocational Qualifications for teaching assistants. The most common qualifications for level 3 teaching assistants before the changes introduced in 2010 are given below and will remain valid for those people who hold them.

### Pre-2010 qualifications

- NNEB; National Diploma Caring; BTEC National Diploma (2 years);
- Caring Services (Nursery Nursing); BTEC National Diploma in Childhood Studies (Nursery Nursing);
- BTEC National Diploma Early Years and Childhood Studies; BTEC National Diploma early Years Care and Education; BTEC Level 3 Certificate for Teaching Assistants; BTEC National Diploma Early Years;
- CACHE Level 3 NVQ in Supporting Teaching and Learning in Schools;
- CACHE Level 3 Certificate in work with Children – Early Years (Accreditation of Prior Experiential Learning APEL); Certificate of Higher Education Learning Assistants; City & Guilds NVQ Level 3 Teaching Assistants;
- City & Guilds NVQ Level 3 in Supporting Teaching and Learning in Schools;
- Classroom Support Worker Qualification – secondary (NVQ Level 3 Teaching Assistant equivalent);
- NVQ Level 3 Teaching Assistants (Accreditation of Prior Experiential Learning (APEL); NVQ Level 3 Child Care and Education; NVQ Level 3 for Teaching Assistants; NVQ Level 3 Childcare and Education;
- NVQ Level 3 Childcare Learning and Development; National Occupational Standards for Supporting Teaching and Learning in schools NVQ Level 3;
- Specialist Teaching Assistants (STA); Foundation Degree – Learning Support;
- Foundation Degree Early Childhood Studies (or Early Years); BA – Early Childhood Studies

### For Teaching Assistant Vacancies, the following requirements apply:

- **Level 2:** Preferably qualified to National Occupational Standards for Supporting Teaching and Learning in schools NVQ Level 2 previously known as Teaching Assistants. Any unqualified candidate appointed would be expected to gain National Occupational Standards for Supporting Teaching and Learning NVQ Level 2 within a reasonable period of time.
Level 3 Teaching Assistant
£19,819 - £25,463 pro rata
Hours per week: 27.5, term time only
YENTON PRIMARY SCHOOL, Chester Road, Erdington, Birmingham, B24 0ED
Email Address: enquiry@yenton.bham.sch.uk, Telephone Number: 0121 464 6588
Start Date: 29.04.2019
Yenton Primary School has a strong history of providing exciting and innovative learning opportunities for everyone within our school community. Within Yenton, we have a growth mind-set philosophy and our children have a strong moral purpose, they are prepared to push the boundaries of what is possible. Education is so much more than Maths and English and within our school we promote independent learning, mastery in all subjects and the love of the arts. We strongly believe in promoting wider experiences to capture the imagination of all our pupils.
Over the past three years, Yenton have been working alongside Robin Hood Multi-Academy trust. This has allowed the school to further develop its exciting and innovative curriculum and offer outstanding professional development opportunities across the schools.
We are keen to recruit an excellent Teaching Assistant with Key Stage 2 experience and knowledge of supporting learners of all abilities to start with us in April. The successful candidate will possess the personal drive to proactively support the teachers and pupils across the school, be competent at leading group activities and have sound knowledge of the expectations of learners. You will need to be a good team player who is professional and adaptable and can show initiative in tailoring learning to meet individual’s needs. You will need to have the relevant qualifications (NNEB, BTEC, NVQ level 3 or equivalent). If you meet the person specification, we would be delighted to receive your application.
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
Closing Date: 25/02/2019, 13:00
Application packs can be downloaded for our website: www.yenton.bham.sch.uk or by clicking here or please email the school office: enquiry@yenton.bham.sch.uk
Interviews: Monday 4th March 2019 (times to be confirmed)

Level 3 Teaching Assistant
£17,007 - £19,446 pro rata
Hours per week: 32.50, term time only
Contract Type: Fixed term to cover long term illness
HODGE HILL COLLEGE, Bromford Road, Birmingham, B36 8HB
Email Address: recruitment@hodgehill.bham.sch.uk, Telephone Number: 0121 783 7807
Start Date: Immediately
Hodge Hill College is a good school. We are forward looking and have the vision and capacity to become an outstanding, vibrant learning community. The College is a dynamic and innovative comprehensive school set on a pleasant shared campus. You will be joining the school at a time of significant change heralding high academic achievement and improving
facilities. Hodge Hill College is a rapidly improving school that achieved its best ever GCSE results in 2018.

We require a Level 2 or 3 Inclusion Assistant on a temporary basis, covering long term sickness, to join our successful team supporting staff and students in the classroom along with extra-curricular activities and some general admin duties.

If you are interested in working at the leading edge of education, believe that all young people can achieve high standards and are prepared to work hard, we want to hear from you. The post is ideal for a graduate looking to gain classroom experience before training to be a teacher. Providing one to one support and some small group work will also be a part of this key role. It is essential that all applicants have GCSE Grade C or above in Maths and English. A-levels and degree preferable, but not essential. A high standard of literacy, numeracy and ICT skills are a must.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Closing Date: 10/02/2019, 17:00

If you are interested in a career in education in a school recently graded ‘Good’ by Ofsted, please apply via our website: www.hodgehill.bham.sch.uk/vacancies or contact us via email on: recruitment@hodgehill.bham.sch.uk

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Level 3 Teaching Assistant
£19,819 - £25,463 pro rata

Actual Salary Range:
Level 2 £13,240 - £15,139 + £1,173 SEN Allowance
Level 3 £15,429 – £19,823 + £1,173 SEN Allowance

Hours per week: 32.50, term time only

Contract Type: Permanent

MAYFIELD SCHOOL, Heathfield Road, Lozells and East Handsworth, Birmingham, B19 1HJ
Email Address: recruitment@mayfield.bham.sch.uk, Telephone Number: 0121 523 7321
Start Date: 29/04/19

Mayfield is a large special school which educates children and young adults between the ages of 2 -19 years who have a diverse range of learning needs. The Primary site is on Heathfield Road adjacent to Lime Tree Children’s Centre. The Secondary site, on Wheeler Street, is in a unique setting on a shared site with Lozells Primary and Holte Secondary schools. Both buildings have purpose built facilities to cater for the 281 pupils we currently have on roll.

The school is preparing for an exciting new chapter with a new leadership team and are seeking to appoint committed, hard-working, enthusiastic Teaching Assistants who are able to consistently demonstrate excellent classroom practice supporting the class teacher in meeting the individual needs of all pupils.

The successful candidates will join a large team of experienced Teaching Assistants who are passionate about making a difference to the lives of pupils with a range of needs and dedicated to maximising pupil achievement. All staff are required to be flexible in their approach to working across all Key Stages. Informal visits are warmly welcomed.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
Closing Date: 15/02/2019, 09:00
For an application form and further information about the vacancy please see our school website: www.mayfield.bham.sch.uk
Only Birmingham City Council application forms will be accepted, CV’s will not be considered. Please email completed applications to: recruitment@mayfield.bham.sch.uk
Invitations to interview will be sent via email. If you have not received an email from the school by Friday 8th March 2019, we thank you for your interest but please assume that your application has not been shortlisted on this occasion.

LEVEL 2

Level 2 Teaching Assistant
£17,007 - £19,446 + 1 SEN pro rata
Hours per week: 32.50, term time only
Contract Type: Permanent
HALLMOOR SCHOOL, 50 Scholars Gate, Birmingham, B33 0DL
Telephone Number: 0121 783 3972, Email Address: recruitment@hallmoor.fet.ac
Start Date: As soon as possible

Forward Education Trust is a newly formed Multi Academy Trust comprising of Hallmoor School, The Bridge School and Brays School in Birmingham which academised on the 1st April 2017.

Hallmoor School caters for the needs of an increasingly diverse pupil population with a wide range of educational difficulties, ranging from moderate, severe and complex needs. Some pupils also present with communication, physical, sensory, behavioural or autistic difficulties requiring additional adult support and specialist intervention.

In line with Hallmoor School’s commitment to providing high quality support for all students we are currently looking to appoint a Level 2 Teaching Assistant.

We are looking to appoint an enthusiastic and flexible individual to support and deliver communication strategies across the school. The ideal candidate will have experience of supporting and assisting pupils with wide range of complex needs, including SLD, ASD and communication difficulties and will be a collaborative worker. The successful post holder will be experienced in, or be willing to learn, Makaton. This post may be across the school, which caters for students from ages 4 to 19.

Applicants applying for the Level 2 Post must already hold a relevant BCC recognised NVQ Level 2 or equivalent qualification. All applicants must have GCSE grades A-C or equivalent in English Language and Mathematics.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 15/02/2019, 12.00 Midday
For further details, and to download an application pack please visit Hallmoor School website: http://www.hallmoor.fet.ac or alternatively call Amanda Ashford on 0121 783 3972 ext 0031. Please note that only standard Forward Education Trust Application forms will be accepted, we will not read accompanying Curriculum Vitae.
(CV). If you do not hear from the school within 14 days of returning your application form to us, please assume that your application has not been shortlisted as unfortunately we are unable to write to unsuccessful applicants.

Level 2 Teaching Assistant
Actual Salary £14,414 - £16,073 (includes SEN allowance) dependent on years’ service based on 32 ½ hours per week
Hours per week: 32½, term time only
Contract Type: Permanent
WILSON STUART SCHOOL, Perry Common Road, Birmingham, B23 7AT
Telephone Number: 0121 373 4475, Email Address: jobs@wilsonstuart.co.uk
Start Date: 29th April 2019

Wilson Stuart School is an Ofsted designated outstanding all age (2 – 25 years) Special School which provides very high quality education for up to 230 pupils and young people who have physical disabilities, and/or complex medical conditions. We have achieved an outstanding grade in our last 5 Ofsted inspections and in our last 2 inspections, the latest of which was February 2015, we were graded as outstanding in every single aspect of the inspection.

Wilson Stuart 6th Form offers an exciting and unique opportunity, we have well-established vocational partners and The Hive College offers vocational Further Education to young adults aged 19-25 years with SEND.

We have a new 40 place mainstream nursery offering all year round (AYR) childcare provision from 8:00am – 6:00pm.

We recognise the importance of teamwork and this is evident through all aspects of the work we do. Our students are delightful, work hard and are keen to learn and the school is a very happy and positive working environment. Visitors instantly recognise the positive atmosphere in the school as soon as they arrive. We have a comprehensive induction programme and friendly and very supportive staff along with excellent facilities and a superb environment to support teaching and learning. Wilson Stuart School is not just a special school – it is an exceptional school!

The post includes classroom support, mentoring, pastoral care and assisting with the physical care of pupils as and when required. You should have excellent communication and written skills with high expectations of learning and behaviour and a relevant Teaching Assistant qualification.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 13/02/2019, Midday

Further information, including application forms and job descriptions, are available on the school website: www.wilsonstuart.co.uk and completed Wilson Stuart application forms should be submitted electronically to: jobs@wilsonstuart.co.uk

Please note contracts of employment will be with Wilson Stuart Academy.

If you have not heard from us two weeks after the closing date, please assume that your application has been unsuccessful on this occasion.

Level 2 Teaching Assistant
£17,007 - £19,446 pro rata
HOLY CROSS CATHOLIC PRIMARY SCHOOL (PART OF JOHN PAUL II MAC), Laburnum Drive, Sutton Coldfield, B76 2SP, Telephone Number: 0121 675 2158
Email Address: c.cleaver@holycross-sch.net
Start Date: TBC

The local Governing Board of our popular and oversubscribed school is seeking to appoint a motivated and inspirational Teaching Assistant to join our dedicated and dynamic team.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 15/02/2019, 12:00

Please contact the school office for an application pack.
You can also download from the BCC website.

LUNCHTIME SUPERVISORS & PLAY CARE

SENIOR LUNCHTIME SUPERVISOR

Senior Lunchtime Supervisor
£17,007 - £19,446 pro rata
Hours per week: 12.5, term time only
Contract Type: Permanent

WYLDE GREEN PRIMARY SCHOOL, Green Lanes, Sutton Coldfield, B73 5JL
Email Address: recruitment@wyldegrn.bham.sch.uk, Telephone Number: 373 2691

Required as soon as possible; 11:30 am – 2.00 pm, term time only to include Inset days

We are looking to appoint a friendly senior lunchtime supervisor to assist the Head Teacher/School Business Manager to lead a team of Lunchtime Supervisors to secure the safety and welfare of pupils during the midday break. This involves the effective supervision of Lunchtime Supervisors.

You will be responsible for managing the supervision of children in the dining hall, playground/outdoor play areas and/or classroom. Ensuring the safety and well-being of all of our children at all times.

Additionally you will be required to help children eat their lunch, promote good manners and develop their independent skills.

You will be required to prepare and manage duty rotas and other relevant paperwork relating to Lunch Time Supervisors, including compliance to all agreed school policies and procedures.

Previous experience of managing staff is desirable, but not essential. You will need to be reliable and dedicated, be professional and polite, acting as a good role model for our children and those you supervise.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 25/02/2019, 12:00

For further details and an application pack please visit/contact the school office at:
Lunchtime Supervisor

£17,007 to £19,446 pro rata - Actual: £3,010 - £3,441
Hours per week: 7.5, term time only
Contract Type: Permanent

BRAYS SCHOOL, Leycroft Avenue, Tile Cross, Birmingham, B33 9UF,
Telephone Number: 0121 566 6690, Email Address: recruitment@brays.fet.ac

Forward Education Trust is a newly formed Multi Academy Trust comprising of Brays School, The Bridge School and Hallmoor School in Birmingham.
Brays School specialises in the education of primary-aged pupils with a range of diagnosis. The School is split across two sites: our Sheldon site takes children with a range of physical, learning and Sensory difficulties; our site in Tile Cross caters for those with a diagnosis on the Autistic Spectrum. The School has high standards of teaching and learning, and is committed to ensuring that all pupils achieve their full potential.

These are new posts due to natural attrition and expansion.
We are seeking to appoint individuals to work with children with ASC (children with autistic spectrum condition) at our Tile Cross Site. You will join a team of experienced staff who are responsible for supervising and feeding the pupils during their lunchtime break.
Please note that only standard Forward Education Trust Application forms will be accepted, we will not read accompanying Curriculum Vitae (CV). Enhanced DBS clearance, Disqualification (regulations) 2009, prohibition checks and if overseas trained. Certificate of good conduct will need to be obtained if applicable prior to interview. If you do not hear from the school within 14 days of returning your application form to us, please assume that your application has not been shortlisted as unfortunately we are unable to write to unsuccessful applicants.
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 13/02/2019, 12:00

For further details and an application form please visit www.fet.ac or email to: recruitment@brays.fet.ac
Alternatively, you can download the application pack here.
**Lunchtime Supervisor**  
**£17,007 - £19,446 pro rata**  
**Hours per week: 5 hours per week, term time only**  
**Contract Type: Fixed term until 28/02/2020 to cover Maternity Leave**  
**AL-FURQHAN PRIMARY SCHOOL, Reddings Lane, Springfield, Birmingham, B11 3EY**  
**Telephone Number: 0121 777 2222, Email Address: a.hrstaff@al-furqan-pri.bham.sch.uk**  
**Start Date: As soon as possible**  
We are looking to appoint Lunchtime Supervisors who are happy, friendly and reliable.  
**You will be part of the school Lunchtime Team and will:**  
- Need to be enthusiastic, hard-working and confident in working within an education setting.  
- Have excellent communication skills and a positive approach.  
- Be willing to undertake training appropriate to the job.  
- You will work with an experienced team and you will be responsible for supervising children during the lunchtime break.  
This involves looking after children in the Dining Hall, playground and/or classroom.  
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.  
**Closing Date: 11/02/2019, 12pm**  
Application packs can be obtained from the school website: [www.al-furqan-pri.bham.sch.uk](http://www.al-furqan-pri.bham.sch.uk)  
Completed application forms should be returned to the school address or email: a.hrstaff@al-furqan-pri.bham.sch.uk
£17,007 - £19,446 pro rata
Hours per week: 6.5, term time only
Contract Type: Permanent
NELSON PRIMARY SCHOOL, King Edwards Road, Birmingham, B1 2PJ
Email Address: a.rehman@nelson.bham.sch.uk, Telephone Number: 0121 464 2201
Start Date: 25/02/19

We are looking for a lunchtime supervisor to assist our current team in securing the safety and welfare of our pupils during lunchtime. You will support the pupils by taking a lead in developing positive behaviour through leading play activities.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 12.00
For further details please email: a.rehman@nelson.bham.sch.uk

Lunchtime Supervisor
£17,007 - £19,446 pro rata
Hours per week: 7.30, term time only
Contract Type: Permanent
WYLDE GREEN PRIMARY SCHOOL, Green Lanes, Sutton Coldfield, B73 5JL
Email Address: recruitment@wyldegrn.bham.sch.uk, Telephone Number: 0121 373 2691
Start Date: To be agreed

The Governors are seeking to appoint two/three Lunchtime Supervisors to join our lunchtime team at Wylde Green Primary School.

We are looking for:-
• An enthusiastic and dedicated person who will encourage and engage with the children during lunchtime.
• Applicants who have the patience to work with young children.
• Willingness to organise games and activities in line with the school’s policy for enrichment activities.
• Applicants who are able to work as part of a team, forming positive relationships with adults and pupils.
• Supervising of children before and after their lunch and playground duty

You will be responsible for:-
• Supervising children in the dining hall,
• Playground, outdoor play areas and / or classroom, having regard to the safety and well-being of all of our children at all times.
• Additionally you will be required to help children eat their lunch, promote good manners and develop their independent skills.

Previous experience is not necessary but you will need to be reliable and dedicated, be professional and polite, acting as a good role model for our children.

The successful candidate will have excellent communication skills and must be fluent in English. A good standard of literacy is also required for completion of relevant forms, e.g. First Aid slips, behaviour books and accident forms. Two references will be required before interview from all short listed applicants and the referee’s email address should be included in the application.
Closing Date: 25/02/2019, 12:00

For further details and an application pack please visit/contact the school office at: recruitment@wyldegrn.bham.sch.uk or visit the school website.

Completed applications should be returned to the school office by the closing date above.

Interview date: To be confirmed (please note we reserve the right to interview before the closing date). If you have not been called for an interview within 28 days of the closing date you can assume you have not been unsuccessful on this occasion.

Only standard Birmingham City Council application forms will be accepted, we will not read accompanying CV’s.

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**PLAY CARE**

**Play Workers**

£16,394 - £16,863 pro rata  
Hours per week: 23.75 & 14.25, term time only  
Contract Type: Permanent

MOSELEY JUNIOR AND INFANTS SCHOOL, Oxford Road, Moseley and Kings Heath,  
Birmingham, B13 9EH, Tel No: 0121 449 0441  
Website: [http://www.moseleyce.bham.sch.uk](http://www.moseleyce.bham.sch.uk)

Executive Head Teacher: Ms. Victoria Sumner

Start Date: As soon as possible

2 x Before and After School Club Play Workers for Little Acorns required as soon as possible,  
1 position is 23.75 hours per week, Monday to Friday and the other is 14.25 hours per week,  
Tuesday to Thursday. The working hours for both posts are 7.30 - 9.15am and 3.15 - 6.15pm.

Who? - An enthusiastic Play Worker who is able to support the Manager with the day to day running of the club at Moseley CofE Primary School. Are you an excellent communicator, have a good knowledge of food safety, able to share ideas and encourage others? Do you have a commitment to partnerships with families? Are you experienced in working with children aged 4 – 11 years? Do you have the ability to plan and provide a range of quality activities? If so, please complete an application form.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 08/02/2019, 12:00

For further details and an application form, please contact the school office on 0121 449 0441 or email: enquiry@moseleyce.bham.sch.uk  
CVs are not accepted.

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**Lunchtime Play Leader**

£2,913 - 3,331 per year  
Hours per week: 7, term time only  
Contract Type: Permanent

FOUR DWELLINGS PRIMARY ACADEMY, 390 Quinton Road West, Birmingham, B32 1PJ
Four Dwellings Primary Academy is a friendly, welcoming two form entry primary school which is passionate about providing the best possible learning for its children. We are based in a new state-of-the-art building, located in Birmingham, West Midlands.

We are seeking to appoint an experienced Play Leader who will have a significant impact on our journey of improvement through leading our children in play and supervising them at lunchtimes. We are looking for committed, hard-working, enthusiastic Play Leaders who have a Play Leader qualification or equivalent experience.

The successful candidate should be passionate about making a difference to the lives of pupils with a range of needs, dedicated to maximising learning opportunities through play and helping children with problem-solving and with building successful relationships.

**You will:**
- Already hold a Play Leader qualification or have equivalent experience.
- Be able to inspire, challenge and motivate all children to achieve.
- Plan and provide high quality activities for children between 3 and 11 years.
- Have the confidence, skills and abilities to lead and manage play across the cohorts.
- Be a positive role model in school.
- Be committed to the principles of inclusion.
- Be a team player, open to coaching and mentoring.
- Have high expectations of achievement and behaviour.
- Be committed to fostering excellent relationships between parents, carers and the community.

**In return we offer:**
- A 'family' school feeling at the heart of a thriving local community.
- A chance to work within an Academy community (locally and nationally) that promotes outstanding practice.
- A friendly supportive team of staff and governors.
- Parents who value the school and children who have a thirst to learn.
- A commitment to your on-going professional development.

The recruitment and retention of our staff is of the utmost importance and we want you to thrive and develop your career here.

AET believes that each and every child is inspired to choose a remarkable life. Our mission is to gather and motivate inspirational people committed to delivering an excellent education that launches children into remarkable lives.

**Our values are:**
- Be unusually brave
- Discover what's possible
- Push the limits
- Be big-hearted

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

**Closing Date: 18/02/2019, 04:59**
Applications will be considered as and when they arrive.
We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.
In line with our safeguarding practices we are unable to accept CV’s. Find you’re remarkable; apply today, by clicking the following link: https://bit.ly/2BbwCQV
Please click the following link: http://www.applythis.net/?a=81CD19C78.0&partner=LogicMelon&mediaSource=Birmingham+brief+Bulletin+(Support+Staff) to submit an application.
Senior Appointments Service

Helping heads and governors secure the best leaders for their schools.

Schools HR recognises the ever increasing demands and expense that the procedures for senior appointments place upon governing bodies and head teachers.

The Senior Appointment Service offers schools a full and professional range of resources and expertise to support them throughout the crucial selection process. The service has been designed specifically to assist in successful appointment to vital senior leadership posts.

If you would like more information, please contact the team:

Tel: 0121 464 2144
Email: seniorappointments@birmingham.gov.uk

Schools HR Adverts Service

Would your school like to advertise in this bulletin?

We publish a weekly teaching and support staff bulletin during term time. With over 3000 hits per week, the Birmingham Bulletins are the most cost effective and popular choice for attracting teachers to positions throughout Birmingham and in neighbouring authorities.

Submit an advert using our advert request form.

If you would like more details, please contact the team:

Tel: 0121 464 1932/464 2145
Email: primaryadverts@birmingham.gov.uk / secondaryadverts@birmingham.gov.uk
Schools HR Post Box Service

As well as placing adverts for schools and producing the bulletin, Schools HR also offers an extended recruitment service known as Post Box.

This popular service saves schools valuable time spent on response handling applications, creating shortlisting paperwork, chasing references and sending interview invites/rejection letters, as we are able to do this on the schools behalf.

If you would like more information, please contact the team:

Tel: 0121 464 1932/464 2145
Email: schoolsadverts@birmingham.gov.uk

Schools HR Workplace Mediation

If communication and relationships break down at work, it can lead to one of the most upsetting and stressful times in a person’s career.

This can happen for a whole variety of reasons such as personality clashes, communication problems, perceptions of unfair treatment, allegations of harassment and bullying, etc, etc.

But there is help at hand.....Schools HR have a team of professionally trained and highly experienced Mediators who work in schools across Birmingham and the West Midlands, resolving conflict between individuals and large teams.

Mediation is informal, confidential, and voluntary. With the help of an impartial mediator, individuals have the time and space to discuss and resolve their issues in a safe and respectful environment.

Mediation is not about who is right or wrong, but seeks win/win solutions, so that everyone’s needs are addressed.

If you think you or someone you know could benefit from Mediation, please feel free to contact us for a no-obligation and confidential chat.

Helen Barnes

Email: helen.barnes@birmingham.gov.uk
**Schools HR DBS Service**

As a Registered Body with the Disclosure and Barring Service (DBS), Schools HR DBS Team provide a professional advice and guidance service, as well as process Disclosures for schools and external organisations.

All Disclosure applications are processed via the Disclosure and Barring Services on-line facility called Ebulk.

Ebulk allows all forms to be completed and submitted on-line via a secure website, eradicating errors and significantly improving turnaround times.

For further details please contact the team:

Tel: 0121 464 2145/675 9299/303 4974

Email: dbs@birmingham.gov.uk