September 2021

Dear Applicant,

Thank you for expressing an interest in the post of part-time Teaching Assistant - Level 1 at Ysgol Penglais School. You will be joining the school at a very exciting time as we live our vision for Penglais.

*‘Ysgol Penglais School is a happy, ambitious and high-achieving school where everyone is ‘respected and valued’*. We are working hard with staff, students, parents and the governing body to ensure that Ysgol Penglais School becomes the school that our students and community deserve. We are continually working to achieve the highest standards of student achievement, behaviour and teaching and learning. Our recent GCSE results show significant improvements with 33% of all grades awarded at A\*/A and 80% at A\* - C.

We have an experienced body of staff who work hard and manage to maintain a supportive and friendly ethos. Our students want to achieve more than they thought possible and want to be challenged and supported to do so. There are many different needs within the school and the ALN department work hard across the school to support students when needed. The 6th form is very strong with nearly 300 students, achieving excellent results again this year.

By joining Ysgol Penglais School, you will be supported professionally to achieve excellence in your role. I can promise you a demanding but ultimately rewarding experience as we move forward to becoming an excellent school.

The enclosed information gives you a snapshot of the school. If you would like further information, please contact Helena Clements by email at hcl@penglais.org.uk, or on 01970 624811. I look forward to receiving your application.

Yours sincerely



Mair Hughes

**Pennaeth/Headteacher**

**Please read these notes before completing the application form**

It will help us if you follow these instructions:

* We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.
* Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
* If you are short-listed we will contact you by telephone or email
* Please submit your application form by 12 midnight by the date below to hcl@penglais.org.uk
* You will be asked to sign a hard copy if you are appointed
* Ysgol Penglais School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
* We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

**Teaching Assistant Level 1 Grade: 2 scp: 1-2, Part-time 24 hours per week term time only** **£17,842 - £18,198 pro rata**

We seek to appoint a Level 1 Teaching Assistant who will work with students who have support from the Additional Learning Needs (ALN) Department at Penglais. The main focus of your work will involve supporting students who have a wide spectrum of ALN needs. You will support the student in the classroom environment to allow them to effectively access their curriculum.

The right candidate will enjoy working in a busy environment. You will be required to use your own initiative to ensure that students can access the curriculum and that they are making good progress in their learning. This is a role that would suit an ambitious individual who has a genuine interest in supporting students to meet their potential.

Ysgol Penglais School has much to offer:

* a rapidly improving school with good relationships between staff and students
* a commitment to the professional development of all its staff to become outstanding teachers and leaders
* access to the bustling university town of Aberystwyth
* located on the beautiful Ceredigion coast, an area of natural beauty

For further details please contact Helena Clements (PA to the Headteacher) on 01970 624811or email [hcl@penglais.org.uk](mailto:hcl@penglais.org.uk)

Ysgol Penglais School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced DBS and other checks appropriate to the post.

Ysgol Penglais School is an equal opportunities employer.

**Closing date: 19th September 2021**

**Interviews: TBC**

Job Description – Teaching Assistant – Level 1

**Job title:** Teaching Assistant Level 1

**Salary grade:** Level 1 Grade 2 scp 1-2 £17,842 - £18,198 pro rata

**Hours and weeks:** 24 hrs per week, term time only

**Accountable to:** ALNCo-ordinator/Assistant Headteacher

Core Purpose:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

|  |  |
| --- | --- |
| **Key accountabilities** | **Key tasks** |
| Support for students | * Attend to the students’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters * Supervise and support students with special educational needs ensuring their safety and access to learning. * Assist with the development, implementation and review of Individual Education/Behaviour Plans and Personal Care programmes * Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs * Challenge and motivate students, promote and reinforce self-esteem * Provide feedback to students in relation to progress, achievement, behaviour, attendance etc * Promote the inclusion and acceptance of all students * Encourage students to interact with others and engage in activities led by the teacher * Encourage students to act independently as appropriate |
| Support for the Teacher | * Prepare classroom as directed for lessons and clear afterwards and assist with the display of students work * Be aware of student problems/progress/achievements and report to the teacher as agreed * Undertake student record keeping as requested * Support the teacher in managing student behaviour, reporting difficulties as appropriate * Gather/report information from/to parents/carers as directed * Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc. |
| Support for the Curriculum | * Support students to understand instructions * Support students in gaining access to the curriculum * Support students in respect to local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher * Support students in using basic ICT as directed * Prepare and maintain equipment/resources as directed by the teacher and assist students in their use |
| Support for the School | * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend relevant meetings as required * Participate in training and other learning activities and performance development as required * Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes * Accompany teaching staff and students on visits, trips and out of school activities as required |
| Other | * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person * Be aware of and support difference and ensure equal opportunities for all * Establish constructive relationships and communicate with other professionals * Attend and participate in relevant meetings * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others * Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher |

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post

Person Specification - Teaching Assistant

|  |  |
| --- | --- |
| Qualifications | * Good numeracy/literacy skills * Completion of Teacher Assistant Induction Programme * Participate in development and training opportunities |
| Experience | * Experience of working with or caring for children or young people of a relevant age is desirable |
| Skills | * Use basic technology – computer, video, photocopier * Ability to relate well to children and adults * Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these * Appropriate knowledge of first aid |
| Qualities | * A willingness to develop your own professional skills and knowledge by attending appropriate courses / training * A flexible, patient and hardworking approach to working as part of a team * A demonstrable commitment to the safeguarding of students and child protection * A demonstrable commitment to equal opportunities * Excellent attendance and punctuality |
| Other | * Commitment to the school’s ethos, aims and its whole community |

September 2021