



Ysgol Clywedog

TEACHING ASSISTANT LEVEL 2

September 2024

Permanent

Level 2—G04, 35 Hours/week, term time only

Closing Date: 9.00am Monday, 17th June 2024

Interview Date: w/c 24th June 2024

Start date: September 2024





At Ysgol Clywedog we aim to work together in securing the best outcomes for every student. Learning is placed at the centre of everything we do and we are committed to empowering students to become:

- successful learners who enjoy learning, achieve and make progress
- enterprising and creative people who contribute fully to life and work
- responsible citizens who make a positive contribution to society
- confident and happy individuals who are able to live safe, healthy and fulfilling lives.



June 2024

Dear Applicant

Thank you for your interest in the post of Teaching Assistant Level 2. We are looking for a dedicated and enthusiastic professional to work under the guidance of teaching/senior staff to support access to learning for pupils and to provide general support to the teacher. The successful applicant would aid in the management of pupils and the classroom. The role involves working on a one to one basis with pupils in our Resource Provision for social anxiety. All pupils have additional learning needs and have personalized timetables, utilizing a combination of mainstream and specialist provision.

Ysgol Clywedog is an 11-16 English medium community comprehensive school, situated on the western edge of Wrexham in attractive grounds with excellent facilities. We are an inclusive school with 820 pupils on roll, including two resourced provisions – Cefnfor supports students with social anxiety issues and Enfys supports students with learning difficulties. Good relationships are a feature of our school and we are committed to the development of the whole child.

Our ethos is firmly based on respect, which is promoted in all aspects of school life. The high quality of our pastoral care and our high expectations of students contribute to a happy and safe environment. At Ysgol Clywedog we are proud of our students and they are proud of their school.

We are very ambitious and pride ourselves on the culture of high expectations and high aspirations that is central to our ethos. We expect every student to achieve their absolute best in the classroom and in their examinations and to involve themselves in the wider opportunities of school life. Every child is encouraged from the start of their school life at Ysgol Clywedog to aim high and to believe that any future aspiration is possible.

Our priority is to continue to improve the quality of teaching, learning and pastoral care and we therefore seek applications from enthusiastic and skilled professionals who are able to contribute positively to an ever-improving school. Please do not hesitate to contact me at the school if you wish to discuss this post in more detail.

I look forward to receiving your application in due course.

Yours sincerely,

Mrs Miranda Cookson
Acting Headteacher



POST: TEACHING ASSISTANTS – GENERAL – LEVEL 2

PAY GRADE: Level 2 G04 (Point range 10 – 15) Job I.D. 1066

JOB DESCRIPTION

PURPOSE:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

DIMENSIONS

Ysgol Clywedog

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR THE PUPILS

- Supervise and provide particular support for pupils, focusing on those with additional needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Development Plans and Small Steps targets
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers

- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3 and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils 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 differences and ensure all pupils 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 and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

PERSON SPECIFICATION

POST: TEACHING ASSISTANT – GENERAL LEVEL 2

PURPOSE: To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

| ITEM | ESSENTIAL | DESIRABLE |
|-----------------------------|---|-----------|
| Qualifications | Good numeracy/literacy skills Completion of DfES Teacher Assistant Induction Programme not applicable in Wales NVQ 2 for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies e.g. literacy First aid training/training as appropriate | |
| Experience | Working with or caring for children of relevant age Experience of working with pupils with Additional Learning Needs | |
| Knowledge and Skills | Effective use of ICT to support learning Use of other equipment technology – video, photocopier Understanding of relevant policies/codes of practice and awareness of relevant legislation for ALN General understanding of national curriculum and other basic learning programmes/strategies Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | |

Signature:-

Postholder..... Date.....

Headteacher..... Date



Ysgol
Clywedog



Completed applications should be returned FAO:
Mrs Jemma Leach, Business Manager, via email to:
vacancies@clywedog.org

Or by post to:
Mrs Jemma Leach
Business Manager
Ysgol Clywedog
Ruthin Road
Wrexham
LL13 7UB

Closing Date: 9.00am Monday, 10th June 2024

Interview Date: w/c 10th June 2024

Start Date: September 2024

The successful applicant will be subject to an Enhanced Disclosure and Barring Services check (DBS)

Tel: 01978 346800