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Waunfawr
Aberystwyth
Ceredigion
SY23 3AW

May 2025

Dear Applicant,

Thank you for expressing an interest in the post of Higher-Level Teaching Assistant (Level 4) Life Skills at Ysgol Penglais. 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 work hard with staff, students, parents and the governing body to ensure that Ysgol Penglais School is the excellent school that our students and community deserve. We are continually working to achieve the highest standards of student achievement, behaviour and teaching and learning.

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 about 230 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

Ms Mair Hughes
Pennaeth/Headteacher

Pennaeth / Headteacher:- Ms Mair Hughes



PENGLAIS SCHOOL'S VISION:

Striving for Excellence

Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued. We are a strong, actively inclusive community, where everyone cares for each other. By developing our independent skills and working with staff, families and others in our community we will achieve and become our very best. The school is vibrant with students and staff co-operating, learning, thinking and working hard. We empower students to take on challenges and recognise that this is key to their individual growth. By developing confidence, resilience, bravery, independence and acceptance, our students will become responsible citizens of their communities, Wales and the world.



PENGLAIS SCHOOL VALUES

Being respectful and kind

Being ambitious and resilient

**Developing independence,
confidence and responsibility**

**Embracing diversity and
celebrating success**

**Being proud and active citizens in
our communities**





Higher Level Teaching Assistant – Life Skills (Level 4 Grade: 9 scp 24-26 term time only £34,314 - £36,124 pro rata)

We seek to appoint a Higher-Level Teaching Assistant to join an enthusiastic and dedicated Inclusion Faculty and ALN department. This new post will be varied depending on the needs of the students, in particular supporting students with behavioural, social and emotional needs through intervention and delivering curriculum. You will work within the Inclusion faculty on and off-site, and support students individually and in small groups as part of an individualised curriculum. You will work flexibly with other staff across the ALN department, ensuring that students' needs are met. This post is full time 37 hours per week, term time only.

The right candidate will enjoy working in a busy and sometimes challenging environment. You will be required to use your own initiative to ensure that students can access the curriculum, can develop in managing their behaviour and emotions, 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 research-based 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 624811 or email 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: 22/06/2025

Interviews: TBC



Job Description – Higher Level Teaching Assistant – Life Skills

Job title: Higher-Level Teaching Assistant – Life Skills
Salary grade: Level 4 Grade: 9 scp 24-26
Hours and weeks: 37 hrs per week, term time
Responsible for: Teaching Assistants
Accountable to: Faculty Leader for Inclusion

Core Purpose:

Under an agreed system of supervision, take a lead role within the school to address the needs of students who need particular help to overcome barriers to learning.

Key accountabilities	Key tasks
Support for students	<ul style="list-style-type: none"> • Take a lead role in managing and delivering pastoral support to students • Manage the supervision of students excluded from, or not working to, a normal timetable • Attend to students' personal needs and provide advice to assist in their social, health & hygiene development • Undertake comprehensive assessments of students to determine those in need of particular help • Assist the teacher with the development and implementation of Individual Education/Development/Behaviour/Support/Mentoring plans • Take a lead role in the provision of support for students with additional needs • Establish productive working relationships with students, acting as a role model • Arrange and develop 1:1 mentoring arrangement with students and provide support for distressed students • Take a lead role in managing the speedy/effective transfer of students across phases/integration of those who have been absent • Provide information and advice to enable students to make choices about their own learning/behaviour/attendance • Challenge and motivate students, promote and reinforce self-esteem • Provide feedback to students in relation to progress, achievement, behaviour, attendance etc.
Support for the Teacher	<ul style="list-style-type: none"> • Manage liaison with feeder schools and other relevant bodies to gather student information • Support students' access to learning using appropriate strategies, resources etc. • Work with other staff in planning, evaluating and adjusting learning activities as appropriate

	<ul style="list-style-type: none"> • Monitor and evaluate students' responses and progress against action plans through observation and planned recording • Provide objective and accurate feedback and reports as required, to other staff on students' achievement, progress and other matters, ensuring the availability of appropriate evidence • Manage record keeping systems and processes • Take lead role in the development and implementation of appropriate behaviour management strategies • Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links • Take lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. • Administrative support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making phone calls etc.
Support for the Curriculum	<ul style="list-style-type: none"> • Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs • Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning • Determine the need for, prepare and use specialist equipment, plans and resources to support students use
Support for the School	<ul style="list-style-type: none"> • Comply with and assist with the development of 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 • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students • Attend and participate in regular meetings • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others • Be responsible for the provision of out of school learning activities within guidelines established by the school • Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class



Line management responsibilities where appropriate	<ul style="list-style-type: none"> • Manage other teaching assistants • Liaise between manager/teaching staff and teaching assistants • Hold regular team meetings with managed staff • Represent teaching assistants at teaching staff/management/other appropriate meetings • Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants
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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 – Higher-Level Teaching Assistant

Qualifications	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards of equivalent qualification or experience. • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and maths.
Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age. • Experience of working with students with additional needs.
Skills	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/code of practice/ legislation. • Working knowledge of national curriculum and other relevant learning programmes. • Understanding of principles of child development and learning processes and in particular, barriers to learning. • Ability to plan effective actions for pupils at risk of underachieving. • Understand range of support services/providers. • Ability to self-evaluate learning needs and actively seek learning opportunities. • 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.
Qualities	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Commitment to the school's ethos, aims and its whole community

May 2025