



June 2025

Dear Applicant,

Thank you for expressing an interest in the post of Teaching Assistant Level 3 (Literacy Intervention) 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 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

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**





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
- 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.



Job Description – Level 3 Intervention Post (Lifeskills)

Job title: Teaching Assistant: Life skills curriculum support
Salary grade: Level 3 Grade 6: scp 7 - 10
Hours and weeks: 32.5 hrs per week, term time
Accountable to: HLTA Lifeskills

Core Purpose:

- To independently implement personalised curriculum support programmes with individuals / groups, in or out of the classroom within the ALN department, under the guidance of teaching / senior staff. The successful applicant will deliver the curriculum and monitor the progress of students who are undertaking these interventions.
- To assist the teacher in the whole planning cycle and the management of staff and the management / preparation of resources.
- To work with students and staff to create a supportive climate for learning with high expectations, where students can make excellent progress.

Key accountabilities	Key tasks
To independently implement personalised curriculum support programmes with individuals / groups, in or out of the classroom within the ALN department, under the guidance of teaching / senior staff.	<ul style="list-style-type: none"> • Supervise and provide particular support for students, including those with additional learning needs, and those with below average standardised scores ensuring their safety and access to learning activities. • Use specialist (curricular/learning) skills/training/experience to support students • Assist with the management of Individual Education/Behaviour Plans • Establish constructive relationships with students and interact with them according to individual needs • Support students in gaining access to the curriculum • Provide feedback to students in relation to progress and achievement • Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives • Implement agreed learning activities/teaching programmes with small groups of students adjusting activities according to student responses/needs • Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills • Support the use of ICT in learning activities and develop students' competence and independence in its use

	<ul style="list-style-type: none"> • Help student to access learning activities through specialist support • Determine the need for, prepare and maintain general and specialist equipment and resources • To support the delivery of literacy sessions in the literacy base and other resource bases across the school
To assist the teacher in the whole planning cycle and the management of staff and the management /preparation of resources	<ul style="list-style-type: none"> • Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate • Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence • Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested • Undertake marking of students' work and accurately record achievement/progress • Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed • Administer and assess routine tests and invigilate exams/tests • Provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc. • To supervise whole classes occasionally during the short-term absence of teachers
To work with students and staff to create a supportive climate for learning with high expectations, where students can make excellent progress	<ul style="list-style-type: none"> • Establish productive working relationships with students, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all students • Respond to and provide appropriate support for the behavioural, emotional and social needs of students • Support students consistently whilst recognising and responding to their individual needs • Set challenging and demanding expectations and promote self-esteem and independence • Challenge and motivate students, promote and reinforce self-esteem • Encourage students to interact and work co-operatively with others and engage all students in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Encourage students to act independently as appropriate • Work within the ALN team to establish an appropriate learning environment • Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour



Other	<ul style="list-style-type: none"> • 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 • Appreciate and support the role of other professionals • Attend and participate in relevant meetings • Participate in training and other learning activities and performance development as required • Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities • Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher
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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

Qualifications	<ul style="list-style-type: none"> • GCSE Grade C or above in English and Maths (or equivalent) • NVQ 3 for Teaching Assistants or equivalent qualification or experience. • Training in the relevant strategies e.g. literacy or in particular curriculum or learning area • Appropriate first aid training
Experience	<ul style="list-style-type: none"> • Experience in using Outlook and Microsoft Office • Experience of working with children or young people
Skills	<ul style="list-style-type: none"> • Good use of ICT • Accuracy and an eye for detail • Good time management skills, an ability to prioritise and remain flexible • Good organisational and administrative skills • Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation • Understanding of child development and learning processes • Working knowledge of national curriculum and other relevant learning programmes / strategies
Abilities	<ul style="list-style-type: none"> • Good management of own workload, including the ability to prioritise tasks sensibly • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these • Ability to relate well to children and adults
Qualities	<ul style="list-style-type: none"> • A willingness to develop your own professional skills and knowledge by attending appropriate courses / training



	<ul style="list-style-type: none">• 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

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