



December 2025

Dear Applicant,

Thank you for expressing an interest in the post of Teaching Assistant Level 3 (32.5 hours) in Canolfan Ni 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](mailto:hcl@penglais.org.uk), or on 01970 624811. I look forward to receiving your application.

Yours sincerely

Ms Mair Hughes  
**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**





**Teaching Assistant Level 3 Grade: 6 scp 7 - 10 £25,584 - £26,835 pro rata 32.5 hours per week, term time only**

We seek to appoint a full-time Level 3 Teaching Assistant who will join an enthusiastic and dedicated team working within Canolfan Ni, our Learning Support Centre, with children with a variety of additional learning needs. The post will be varied depending on the needs of the students and that of the Teacher in Charge.

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.

This is an ideal opportunity for an ambitious candidate to play a key role in increasing the aspirations and success of our students, thereby contributing to the journey of Ysgol Penglais School in becoming an excellent school.

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](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: 12/01/2026**

**Interviews: To be confirmed**

## Welcome to Canolfan Ni



Canolfan Ni is a Specialist Resource Base at Ysgol Penglais that provides support for students with severe/profound and multiple learning difficulties. All students have a statement of special educational needs/SAPRA or IDP for severe learning difficulties, physical and medical difficulties, profound and multiple learning difficulties or autistic spectrum conditions (ASC). Canolfan Ni supports students between the ages of 11 – 19 years of age.

Every child who attends Canolfan Ni is treated as an individual, ensuring that their educational and therapeutic needs are met, enabling them to flourish. We support students with a wide range of needs and alongside academic support, Canolfan Ni staff also provide routine support and assistance with personal care, toileting, feeding, administering medicines, hoisting, transferring and positioning.

The Canolfan Ni curriculum is delivered in a thematic way, we also deliver a wide range of interventions specific to the individual needs of our students. Canolfan Ni staff deliver programmes supervised by specialists e.g. physiotherapy, speech and language therapists and occupational health therapists. Students have some of their lessons in Canolfan Ni and join mainstream lessons where appropriate.

We are looking for someone to join our team who has a passion for working with students with additional learning needs and someone who truly wants to make a difference! This is an exciting opportunity to be part of an excellent team who support amazing students, with a wide range of needs, engage with their learning and in developing their personal and life skills whilst also support their physical and medical needs.



## Job Description – Teaching Assistant – Level 3

**Job title:** Teaching Assistant Level 3  
**Salary grade:** Level 3 Grade: 6 scp 7 - 10 £25,584 - £26,835 pro rata  
**Hours and weeks:** 32.5 hrs per week, term time only  
**Accountable to:** Teacher in charge of Canolfan Ni

### Core Purpose:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management of staff and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task.

Key accountabilities	Key tasks
Support for students	<ul style="list-style-type: none"> <li>• Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.</li> <li>• Use specialist (curricular/learning) skills/training/experience to support students</li> <li>• Assist with the management of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>• Establish constructive relationships with students and interact with them according to individual needs</li> <li>• Establish productive working relationships with students, acting as a role model and setting high expectations</li> <li>• Promote the inclusion and acceptance of all students</li> <li>• Support students consistently whilst recognising and responding to their individual needs</li> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> <li>• Challenge and motivate students, promote and reinforce self-esteem</li> <li>• Encourage students to interact and work co-operatively with others and engage all students in activities</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>• Encourage students to act independently as appropriate</li> <li>• Provide feedback to students in relation to progress and achievement</li> </ul>
Support for the Teacher	<ul style="list-style-type: none"> <li>• Work with the teacher to establish an appropriate learning environment</li> <li>• Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate</li> <li>• Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives</li> </ul>

	<ul style="list-style-type: none"> <li>• 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</li> <li>• Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested</li> <li>• Undertake marking of students' work and accurately record achievement/progress</li> <li>• 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</li> <li>• Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents , or as directed</li> <li>• Administer and assess routine tests and invigilate exams/tests</li> <li>• Provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.</li> </ul>
Support for the Curriculum	<ul style="list-style-type: none"> <li>• Support students in gaining access to the curriculum</li> <li>• Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs. These will involve community skills lessons; healthy living; work experience; outdoor learning and expressive art. It may involve taking children out to local businesses/charities or taking out on nature walks/gardening.</li> <li>• Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills</li> <li>• Support the use of ICT in learning activities and develop students' competence and independence in its use</li> <li>• Help student to access learning activities through specialist support</li> <li>• Determine the need for, prepare and maintain general and specialist equipment and resources</li> </ul>
Support for the School	<ul style="list-style-type: none"> <li>• 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</li> <li>• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students</li> <li>• Attend and participate in regular meetings</li> <li>• Participate in training and other learning activities as required</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li> </ul>



	<ul style="list-style-type: none"> <li>• Undertake planned supervision of students' out of school hours learning activities</li> <li>• Supervise students on visits, trips and out of school activities as required</li> </ul>
Other	<ul style="list-style-type: none"> <li>• 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</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Establish constructive relationships and communicate with other professionals</li> <li>• Attend and participate in relevant meetings</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>• Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher</li> </ul>

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 Level 3

Qualifications	<ul style="list-style-type: none"> <li>• Very good numeracy/literacy skills.</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualification or experience.</li> <li>• Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.</li> <li>• Appropriate first aid training.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children or young people of a relevant age is desirable</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Can use ICT effectively to support learning.</li> <li>• Use of other equipment technology – video, photocopier.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.</li> <li>• Understanding of principles of child development and learning processes.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• A willingness to develop your own professional skills and knowledge by attending appropriate courses / training</li> <li>• A flexible, patient and hardworking approach to working as part of a team</li> <li>• A demonstrable commitment to the safeguarding of students and child protection</li> <li>• A demonstrable commitment to equal opportunities</li> </ul>





	<ul style="list-style-type: none"><li>• Excellent attendance and punctuality</li></ul>
Other	<ul style="list-style-type: none"><li>• Commitment to the school's ethos, aims and its whole community</li></ul>

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