



June 2026

Dear Applicant,

Thank you for expressing an interest in the post of part-time Teaching Assistant Level 2 (16.25 hours – maternity leave) at Ysgol Penglais working in our Hearing Resources Centre. You will be joining the school at a very exciting time as we live our vision for Penglais.

'Ysgol Penglais 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 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, 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
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 2 Grade: 4 scp 4 £ 25,185 pro rata 16.25 hours per week – maternity leave, term time only

We seek to appoint a Teaching Assistant who is required to join an enthusiastic and dedicated Additional Needs Department working with students who access the Hearing Resource Centre (HRC). The unit provides support for students with hearing impairments. The post will be varied depending on the needs of the student. You will be involved with in-class support and provide support within the HRC for pre and post tutoring. The successful candidate must be willing to develop the skills to communicate using British Sign Language.

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 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 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 is an equal opportunities employer.

Closing date: 06/07/2026

Interviews: To be confirmed



Job Description – Teaching Assistant – Level 2

Job title: Teaching Assistant Level 2
Salary grade: Level 2 Grade 4 scp 4; £25,185 pro rata
Hours and weeks: 16.25 hrs per week, term time only (maternity leave)
Accountable to: Teacher in charge of Hearing Resources Centre

Core Purpose:

To work (at times, independently) under the guidance of teaching/senior staff to undertake work/care/support/outreach (within specialist areas) programmes (to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key accountabilities	Key tasks
Support for students	<ul style="list-style-type: none"> • Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities. • Use specialist skills/training/experience to provide outreach support to students with special needs, ensuring their safety and access to learning activities. • Assist with the development, implementation and review of Individual Education/Behaviour Plans and Personal Care programmes • Establish constructive relationships with students and interact with them according to individual needs • Promote the inclusion and acceptance of all students • Set challenging and demanding expectations and promote self-esteem and independence • Challenge and motivate students, promote and reinforce self-esteem • Provide feedback to students in relation to progress, achievement, behaviour, attendance etc. • 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	<ul style="list-style-type: none"> • Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work • Use strategies, in liaison with the teacher, to support students to achieve learning goals • Assist with the planning and delivery of specific learning activities • Monitor students' responses to specific learning activities and accurately record achievement/progress as directed • Provide detailed and regular feedback to teacher on students' achievement, progress, problems etc. • Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour • Establish constructive relationships with parents/carers



	<ul style="list-style-type: none"> • Administer routine tests and invigilate exams and undertake routine marking of students' work • Provide clerical/admin. Support e.g. photocopying, typing, filing, money, administer coursework etc.
Support for the Curriculum	<ul style="list-style-type: none"> • Support students in gaining access to the curriculum • Undertake structures and agreed learning activities/teaching programmes, adjusting activities according to student responses • Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher • Support the use of ICT in learning activities and develop students' competence and independence in its use • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
Support for the School	<ul style="list-style-type: none"> • 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 and participate in 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 lunchtime • Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
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 • 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 Level 2

Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills. • NVQ 3 for Teaching Assistants or equivalent
Experience	<ul style="list-style-type: none"> • Experience of working with or caring for children or young people of a relevant age is desirable • Training in the relevant learning strategies e.g. literacy • First aid training/training as appropriate.
Skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning. • Use basic technology – computer, video, photocopier • Understanding of relevant policies/codes of practice and awareness of relevant legislation. • General understanding of national/foundation stage 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 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

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