CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Teaching Assistant (Generic) Level 3**
Position Number:	**SSE0089**
JE Code:	**SCH6**
Service:	**Schools**
Location/Work Base:	**St Michaels C in W Primary School, Kerry**

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

Grade:	**Grade 5** **Point 7 to Point 9** **£27,274 to £28,153 per annum pro rata** **£14.13 to £14.59 per hour**
Contracted hours:	**15 hours, Permanent**
Reporting to:	**Headteacher and Governing Body**
Responsible for:	**None**

Summary

About the role:

- In addition to the role of a TA2 (Generic):

  - 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, addressing the needs of pupils requiring particular help to overcome barriers to learning. 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/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 pupils on task.

    If you have any questions about the role, please contact the school.

Your responsibilities will be:

Responsibility for others: The post has considerable impact on the learning and well-being of individuals or groups through contributing to the assessment of pupil need and

progress, the development and implementation of plans and providing support to pupils with additional personal/special needs.

Responsibility for staff:
The post will have limited responsibility for supervising – though will be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for financial resources: The post has no responsibility for financial resources, though could be involved in occasionally handling small amount of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has some direct responsibility for physical resources, through safe/secure record keeping and maintenance/management of learning resources.

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

The following are additional to the typical tasks, duties and responsibilities of a TA2 (Generic)

Curriculum support:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- 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.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- 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 pupils 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 pupils.
- 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.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

Support for pupils:

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of Individual Education Plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for teachers:

- Work with the teacher to establish an appropriate learning environment e.g. work station for ASD child etc.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observations and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil 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 pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 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/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.
- Maintain confidentiality at all times

DBS:

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Health and Safety Statement:

To co-operate with their employer and follow health and safety advice and instructions

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

- Have considerable experience of working to support children/pupils learning
- Have understanding of and experience of ICT as a learning tool and be able to use this in the classroom

Knowledge

- Have a detailed understanding of at least one area of the curriculum / age range.
- Have detailed understanding of school policies and how they relate to local and national framework / policies for learning
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Qualifications and Training

- Minimum GCSE (or equivalent) English, Welsh if required and Maths (A*-C)
- Hold a recognised and relevant qualification at NVQ 3 (or equivalent) or have evidence of equivalent knowledge and experience

Personal Qualities

- Able to take responsibility for an area of learning/development
- Able to organise and lead activities for parents and/or children
- Able to supervise and train NVQ or work experience students
- Where managing a team of staff – have sound staff supervision and management skills
- Relates well to children, parents, staff and other professionals
- Able to exercise initiative and independent action
- Be pro-active in offering ideas and contribute to whole school review

Skills

- Have good communication and listening skills and be able to present information verbally and in writing to others.
- Have additional communication skills e.g. relevant sign language/Makaton
- Able to adapt teaching styles to the needs of groups or individual pupils

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive

We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 19/11/2026.
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 20/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 23/11/2026.

We wish you luck with your application.