CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Higher Level Teaching Assistant (Generic) Level 4**
Position Number:	**SSE0082**
JE Code:	**SCH8**
Service:	**Schools**
Location/Work Base:	**St Michaels C in W 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 7** **Point 15 to Point 19** **£31,015 to £33,119 per annum pro rata** **£16.07 to £17.16 per hour**
Contracted hours:	**12.5 hours, Permanent**
Reporting to:	**Headteacher and Governing Body**
Responsible for:	**None**

Summary

About the role:

To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.

To support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed learning activities. This involves undertaking specified work (see * below), involving planning, preparing and delivering learning activities to individual pupils/groups or, short term, for whole classes and monitoring, assessing, recording and reporting on pupil development, progress and attainment.

(*Under S133 of the Education Act 2002, specified work is defined as :

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils. Includes delivery via distance learning or computer aided techniques

- assessing and recording the development, progress and attainment of pupils
- reporting on the development, progress and attainment of pupils.

'Pupils' includes work with individual pupils as well as groups and whole classes).

To be a member of a multi-disciplinary team and will work under the leadership of a qualified teacher assigned to the class or group. He/she will operate with a high level of delegated authority under an agreed system of supervision.

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

Your responsibilities will be:

Responsibility for others: The post has considerable impact on the wellbeing of individuals or groups, through contributing to policy development and review and to the development and delivery of learning activities.

Responsibility for staff: The post has some responsibility for others, through demonstrating good practice, guiding/advising and directing other staff/ volunteers who support teaching and learning.

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

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

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

Support to the curriculum:

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs
- Use ICT effectively to advance learning and develop pupil's competence and independence in its use
- Devise, organise and manage safely the learning activities, teaching space and resources, taking account of pupils' interests, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Use their area(s) of expertise to support the planning and preparation of learning activities in these areas(s) (e.g. a subject area, Special Educational Needs, Early Years, Key Stage 1 and Key Stage 2)
- Be involved in and contribute to whole school policy development

- Assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and comply with these. Report concerns to an appropriate person
- Contribute to identification of appropriate out of school learning activities, deliver / co-ordinate these, in accordance with school policy
- May co-ordinate a school activity (e.g. extra curricular activities / work experience / home-school liaison /SEN work
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils, in liaison with the teacher
- Contribute to the overall ethos/work/aims of the school
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Model good practice and contribute to planning and delivery of appropriate inset

Support to pupils:

- Support pupils' learning in a range of classroom settings, including working with individuals, groups and whole classes (where the assigned teacher is not present), using detailed knowledge, experience, specialist skills and training.
- Establish productive working relationships with pupils, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations.
- Organise and manage pupils' IEPs/PSPs, maintaining and updating and reviewing progress
- Promote the inclusion and acceptance of all pupils within the classroom, encourage them to interact and work co-operatively with others and engage all in activities
- Support pupils consistently whilst recognising and responding to their individual needs
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Monitor and provide for the care, safety and welfare of pupils

Support to teachers:

- Organise and manage learning activities (including learning environment and resources) in ways which keep pupils safe
- Under agreed system of supervision, plan and prepare teaching and learning objectives, adjusting activities/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies, against pre-determined learning objectives
- Objectively assess, provide feedback and reports as necessary on pupil development, progress and achievement
- Within the school's discipline policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment

- Support the role of parents in pupils' learning and contribute to meetings with parents to constructively feedback on pupil progress/achievement
- Administer and assess/mark tests and invigilate exams/tests
- Where relevant, direct and guide the work of other adults supporting teaching and learning in the classroom

DBS:

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

- Experience of working with children/pupils with additional needs

Knowledge

- Understand the principles of child development
- Working knowledge of National Curriculum
- Knowledge or particular subject/technical area
- Relevant knowledge of first aid
- Understanding of school roles and responsibilities and own position within these

Qualifications and Training

- Minimum GCSE (or equivalent) in English, Welsh if required and Maths (A*-C)
- NVQ level 4 or equivalent or hold HLTA status.
- Qualification/Experience in particular subject/ technical area e.g. speech and language

Personal Qualities

- Ability to use relevant equipment/resources
- Ability to identify training and development needs and co-operate with others to address these
- The ability to undertake a variety of tasks to tight timescales and deadlines
- The ability to relate well to children and adults
- Ability to plan effectively actions for pupils at risk of underachieving

Skills

- Good ICT Skills and relevant experience
- Good interpersonal skills when dealing with pupils, parents/carers and staff at all levels.

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.