CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Teaching Assistant (Generic) Level 2**
Position Number:	**YCC0381**
JE Code:	**SCH4**
Service:	**Schools**
Location/Work Base:	**Ysgol Calon Cymru**

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 4** **Point 5 to Point 6** **£26,427 to £26,847 per annum pro rata** **£13.69 to £13.91 per hour**
Contracted hours:	**19.5 hours, Fixed term for 1 year**
Reporting to:	**Headteacher & Governing Body**
Responsible for:	**None**

Summary

About the role:
Working under the overall supervision of the responsible teacher, assist and support teaching and learning , working with individuals or groups and assist in providing for general care, safety and welfare of pupils.

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

Your responsibilities will be:

Responsibility for others: The post impacts on the well-being of individuals or groups through assisting with 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 has limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for financial resources: The post has no direct responsibility for financial resources other than occasionally handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has some responsibility for physical resources, through the preparation and care of teaching materials/resources and secure and accurate record keeping.

The following are additional to the typical tasks, duties and responsibilities of a TA1 Primary/Secondary

Curriculum support:

- Contribute to curriculum planning and evaluation and assist in implementation
- Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required
- Undertake agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support and use ICT in learning activities & develop pupils' competence and independence in its use.

Support for pupils:

- Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.
- Occasional support to whole class for short periods (e.g. story reading).
- Help pupils to develop communication skills and role play activity.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem
- Assist in the personal, social, emotional development of pupils and development of self-esteem.
- Assist with the development and implementation of Individual Education/Pastoral Support Plans.
- Use specialist skills/ knowledge/ training to provide support in specialist areas.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Observe, identify and report uncharacteristic behaviour patterns.
- Assist with pupil supervision on trips off the premises, under overall guidance of the teacher.
- Monitor and provide for general care, safety and welfare of pupils, including tasks connected with their social inclusion and personal/physical care.

Support to teacher:

- Work to school confidentiality standards
- Assist with lesson/activity planning, delivery and evaluation
- Monitor individual/group achievements of key objectives and provide feedback to the teacher

- Contribute to pupil assessment through observation and reporting
- Record information relevant to assessment and review of pupils' progress
- Attend Individual Education Plan and statement review meetings if appropriate
- Support implementation of strategies to manage pupil behaviour and help manage pupil behaviour
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Undertake routine and non-routine administrative tasks, e.g. produce worksheets, administer coursework and assessments, invigilate exams.
- Liaise with parents/carers, specialist teachers and other professional staff, share and provide information

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 experience of TA work.

Knowledge

- Have good level of knowledge and understanding of at least one area of learning (e.g. English, maths, science).

- Understand school's policies and how they relate to local and national frameworks/policies (e.g. child protection, heath and safety, equal ops, SEN Code of Practice, Disability Discrimination act)

Qualifications and Training

- Minimum GCSE (or equivalent) English, Welsh if required and Maths (A*-C)
- Hold a recognised and relevant NVQ 2 qualification and have undertaken other appropriate training in the relevant learning strategies (preferably leading to national standards at NVQ 3) or be able to demonstrate equivalent knowledge, experience and skills.
- Have attended further training on aspects of the curriculum or areas of specific special need.

Personal Qualities

- Can plan own work when required.
- Can transfer theory/training into practice.
- Can solve problems and can exercise initiative and independent action.
- Is pro-active in offering ideas

Skills

- Have good communication and listening skills and be able to present information verbally and in writing to others.
- Can use ICT effectively to support learning and use other technology equipment.

Welsh language skills are desirable

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 29/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 30/11/2026 & 01/12/2026. 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 TBC

We wish you luck with your application.