CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Welsh language skills are essential for this position

Position Title: **Pre-School Setting Assistant**

Position Number: **SYR0071**

JE Code: **SCH56**

Service: **Schools**

Location/Work Base: **Ysgol y Bannau**

(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: **30 hours, Fixed term until 19/03/2027**

Reporting to: **Pre-School Setting Leader**

Responsible for: **None**

Summary

Assists setting leader in the planning, review and delivery of good quality play based experiences / the Foundation Phase curriculum and with pupil care, health, safety, welfare, emotional and behaviour support.

Contributes to providing a warm and welcoming environment within the setting where children and carers can feel valued and obtain positive help and support for a range of activities.

The post receives direction from and is accountable to the Setting Leader or 'responsible individual' or other senior member of staff.

Your responsibilities will be:

1. **Responsibility for others**: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

2. **Responsibility for staff**: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

3. **Responsibility for financial resources**: The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

4. **Responsibility for physical resources:** The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (e.g. computer / PC) and setting up of resources as directed by setting leader.

5. **Curriculum support:**

- Support children's learning as directed, in line with the principles of good practice and as defined by the Foundation Phase Framework, to foster independence and self-esteem
- Model good use of language to support all areas of learning
- Discuss and interact with children using appropriate language
- Encourage early thinking skills & involve children in their own learning

6. **Support for children:**

- Provide children with support as directed by setting leader - could include reading a story or helping with physical difficulties whilst encouraging independence (e.g. with personal cleanliness, putting on shoes etc).
- Identify and report uncharacteristic behaviour patterns in children and report these to the setting leader
- Support children in accessing the Foundation Phase curriculum through interaction using appropriate language (including other forms of communication) and with younger children, extend play-based learning in both the indoor and outdoor classroom
- Assist with the supervision of children, for example as they arrive/leave
- Provide comfort as appropriate and arrange immediate care for minor accidents, upsets and ailments and report serious problems and perceived instances of danger or risk to health to the setting leader

7. **Support to setting leader:**

- Assist in day-to-day management of the learning environment, e.g. preparing/clearing learning resources; reporting damaged/faulty items to the setting leader; contributing to creating displays of children's work and assisting in setting up and maintaining areas of continuous provision etc.
- Contribute to record-keeping – e.g. provide relevant verbal information to contribute to the planning, observation, evaluation and identifying the next step in the children's learning.
- Provide feedback to the setting leader about the learning activities, responses to them and the supported provided
- Assist in the management of children's behaviour
- Undertake routine administrative tasks

- Sort and tidy cupboards
- Clearing up

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 essential

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 working with children of the age with which the post is concerned though no previous experience of work as a TA required.
- Be able to use technology as a learning tool – e.g. computer, video,
- Be able to operate technological equipment – e.g. photocopier, digital camera

Knowledge

- Have an understanding of additional educational needs.
- Have a knowledge and understanding of setting procedures and policies.
- Have a sound knowledge and understanding of Foundation Phase principles and ethos.
- Be aware of child protection/safety issues e.g. any relevant Health & Safety policies

Qualifications and Training

- At least GCSE/GCE (or equivalent) in literacy and numeracy and have achieved (or be working towards) at least NVQ2 or have equivalent experience or qualification in a child related discipline.

Personal Qualities

- Be committed to own professional development, and be willing to undertake other appropriate training.
- Be able to relate well to children and adults
- Have good communication and listening skills
- Be able to take direction but also take initiative when required
- Can solve straightforward problems and respond to unforeseen circumstances (e.g. hazards, accidents etc)

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 27/11/2026.
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. 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 07/12/2026.

We wish you luck with your application.