Bringing out the best in each other

Welshpool Church in Wales Primary School

Foundation Phase (Reception to Year 2) Specialist Centre Teaching Assistant

Grade 7 12 hrs (Thursday and Friday)

The Governors are seeking to appoint an enthusiastic and motivated Foundation Phase (Reception to Year 2) Specialist Centre Teaching Assistant to join the dedicated staff at Welshpool Church in Wales Primary School.

The above position is offered as a fixed term one year contract in the first instance in the existing Foundation Phase (Reception to Year 2) Specialist Centre. The successful candidate would work under the guidance of the Specialist Centre Teacher to support pupils overcome barriers to learning, either in class or through specialist interventions.

Applicants are welcome to discuss the post with the Head Teacher Mrs. Lorna Tuffin.
Email: head@welshpool.powys.sch.uk

Our school is committed to safeguarding and promoting the welfare of all in our care. This position is subject to satisfactory references, enhanced DBS and all other relevant clearances.
For application forms and job details, telephone 01597 826409; or e-mail recruitment@powys.gov.uk; or apply online at www.powys.gov.uk and follow the 'Jobs – search and apply' link.

Completed application forms for this vacancy should be submitted to Powys County Council (see job vacancy on Powys County Council for details).

Closing date: 02.12.26
Shortlisting will be: 03.12.26
Interviews will be held: 11.12.26

CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Teaching Assistant – Specialist Centre**

Position Number: **SWC0191**

JE Code: **S&I139**

Service: **Schools**

Location/Work Base: **Welshpool C in W Primary School**

(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 hours, Fixed term until 31/08/2027**

Reporting to: **Teacher in Charge of the Specialist Centre**

Responsible for: **None**

Summary

About the role:

Working under the overall supervision of the Teacher in Charge, you'll be responsible, on a day-to-day basis, for supporting a maximum of 12 full-time equivalent learners with significant additional learning needs who access the Specialist Centre.

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

Your responsibilities will be:

1. Undertake specified work involving planning, preparing, delivering and assessing learning activities to individual pupils.

2. Monitor and provide for the general care, safety and welfare of pupils, including tasks connected with their social inclusion and providing for their personal, physical and health care needs.

3. Be a member of a multi-disciplinary team, working under the leadership of the Teacher in Charge.

4. Work with the teacher in charge in lesson planning, delivery, assessment and evaluation, adjusting lessons/ work plans as appropriate
5. Deliver agreed learning activities/teaching programmes within an agreed system of supervision, adjusting activities according to pupil responses / needs

6. Work alongside specialist staff to deliver specialist programmes and support to individual pupils

7. Support and use ICT in learning activities and develop pupils' competence and independence in its use

8. Use specialist (curricular/learning) skills / training / experience to support pupils e.g. the Elklan programme for speech, language and communication difficulties; Makaton signing programme.

9. Following training, take responsibility for the administration of reactive and preventative medication e.g. Epipen

10. Support teachers in schools with the integration of pupils between the Centre and mainstream school

11. Use a range of specialist aids, resources and equipment dependent upon the identified needs of individual pupils e.g. hoists, wheelchairs, sensory/ communication aids, specialised clothing

12. Advise on the appropriate deployment and use of specialist aids / resources / equipment in mainstream

13. Work with children with complex special needs, monitor and provide for their general care, safety and welfare, including tasks connected with their social inclusion and providing for their personal, physical and health care needs

14. Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils, in liaison with the teacher in charge

15. Provide accurate feedback, assessment and reports as required to the teacher in charge on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

16. Assist with the development, review and implementation of Additional Learning Provision and Individual Development Plans / Individual Play Plans / Health Care Plans

17. Liaise sensitively and effectively with parents / carers as agreed with the teacher in charge within the role/responsibility and participate in feedback sessions/meetings with parents/carers during the school day

18. Contribute to the development of policies and procedures relating to child protection & safeguarding, health, safety & security, confidentiality and data protection and comply with them

19. Under the supervision of the teacher in charge, guide and advise work experience placements, trainee teachers, student nurses, health and social care students, etc.

20. Deliver appropriate out of school learning activities, in accordance with school policy.

21. Assist with pupil supervision on trips off the premises, including residential visits, under the overall guidance of the teacher in charge.

22. Provide cover, with additional teaching assistant support, for teacher absence due to PPA (planning, preparation & assessment), outreach work, child protection meetings, case conferences, etc.

23. Undertake outreach with individual pupils in neighbouring schools, under the supervision of the teacher in charge and headteacher.

Travel Expenses:

Travel expenses will be payable in respect of mileage incurred in undertaking visits/outreach support, on the instruction of the Teacher in Charge of the Specialist Centre, on the basis of the County Council's Casual User Mileage Rate as amended from time to time.

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:

This position would require you to co-operate with your employer and follow health and safety advice and instructions.

Equalities Statement:

This position would require you to abide by the principles and practice of equality of opportunity as laid down in the school's Equal Opportunities Policy.

Data Protection and Information Security:

This position would require you to ensure that Data Protection and Information Security protocols are robustly complied with.

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

Essential

- Previous experience of working as a Teaching Assistant/Teaching Assistant (Special) within a school setting
- Experience of working with pupils with additional learning needs and/or working in a specialist environment
- Experience of liaising with teachers, parents/carers, external agencies

Desirable

- Experience of signing, or alternative methods of communication

Knowledge

Essential

- Training in or experience of ALN Intervention Programmes
- Knowledge and understanding of ALN
- Knowledge of strategies for improving outcomes for learners
- An understanding of how assessment can inform learning and setting of learning targets
- Knowledge and understanding of additional learning provision and individual development plans
- A good understanding and experience of using ICT as a learning tool and able to use this in the classroom
- A practical and procedural knowledge of a range of school policies and how they relate to local and national frameworks/ policies for learning
- A working knowledge of the Curriculum for Wales and lesson plans used in mainstream schools
- An understanding of safeguarding issues

Qualifications and Training

Essential

- Relevant NNEB/BTEC/NVQ3 Teaching or Childcare (or equivalent) qualification or evidence of equivalent knowledge and experience in a relevant discipline
- GCSE English, Welsh (for Welsh speaking posts) and Maths A*-C or equivalent

Desirable

- A recognised qualification in Cognitive Behaviour Therapy or ALN

Personal Qualities

Essential

- Enthusiastic about working with children
- Flexible and willing to undertake a wide range of duties
- Personal integrity to make best use of own skills, resources and abilities
- Able to work without close supervision
- Able to exercise initiative and take independent action
- Honest, reliable and non-judgmental
- A good sense of humour

Skills

Essential

- High level caring skills
- Excellent communication and listening skills
- Able to organise and lead activities for parents/carers and/or children
- Able to implement specialised programmes of support
- Able to support learners with challenging behaviour
- Able to use a range of strategies and methods of support to help individual learners
- Able to work as part of a multi-disciplinary team

Other Requirements

Essential

- Able to communicate through the medium of Welsh (Welsh-medium school)
- Holds a full driving licence and has access to a vehicle
- A working knowledge of first aid
- A commitment to undertake training, as appropriate

Desirable

- A recognised qualification in first aid

Recruiting manager: Sarah Court & Jennifer Oglethorpe
November 2022

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 02/12/2026.
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 03/12/2026. 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 11/12/2026.

We wish you luck with your application.