Bringing out the best
in each other

Welshpool Church in Wales Primary School

Teacher in Charge of the Upper School Specialist Centre 0.2 FTC (Friday)

The Specialist Centre is instrumental in supporting pupils with a diagnosis of ASD who may require support in addition to that which is available in a mainstream setting, and pupils who are experiencing Social and Communication Difficulties. This is a very important role within the school as it provides vital social and learning experiences for our pupils to enable them to successfully integrate into mainstream. Please see Job Description for more detailed information.

The successful candidate will be able to enjoy working within Welshpool Church in Wales Primary School and liaise with a range of staff. The role sits within the Local Authority's Inclusion and Youth Service Team but day to day line management of the position sits with the Headteacher of the host school. Additional support and training may be provided by the school/local authority upon appointment.

The successful applicant will be subject to a Powys County Council enhanced disclosure from the DBS and will need two references before they can take up the post.

We warmly invite all prospective candidates to visit the school. Please contact the Headteacher, Mrs Lorna Tuffin, on 01938 538 660 or via email head@welshpool.powys.sch.uk

Closing date for applications: 2nd December 2026

Shortlisting date: 3rd December 2026

Interview date: 11th December 2026

CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Teacher in Charge (Specialist Centre)**
Position Number:	**SWC0179**
Division/Section:	**Education / Inclusion and Youth Services**
Location/ Work Base:	**Welshpool Church in Wales Primary School**
Grade:	**Main Scale + Special Needs Allowance 1**
Accountable to:	**Headteacher on a day-to-day basis and with responsibility to the Inclusion Manager, for outreach role.**
Accountable for:	**Specialist Centre Learning Support Assistant**

Main Purpose of Post:

To be responsible, on a day-to-day basis, for a Centre of learners with significant ASD needs which are complex and persistent.

Principal Responsibilities:

1. To undertake all the duties of a classroom teacher as set out in the relevant sections of the School Teachers' Pay and Conditions Document (as amended from time to time).

2. To be responsible for the day-to-day operation of the Centre under the line-management of the headteacher, in accordance with the Authority's guidance.

3. To supervise and direct the work of the Specialist Centre Teaching Assistant and any other staff seconded to the Centre from time to time.

4. To assist with the training and development of staff for the benefit of the individual and the service.

5. To assist in supporting the headteacher in respect of performance management issues, in relation to the centre.

6. To manage statutory ALN paperwork, including annual and IDP reviews of pupils placed within the centre, including the preparation of appropriate paperwork and profile management on the Powys Inclusion Platform, Tyfu.

7. To undertake other whole school duties within directed time for the benefit of the school.

8. To carry out such other duties, appropriate to the post, as may reasonably be required.

9. To liaise with outside agencies, parents and carers as appropriate.

Other Relevant Information:

10. Travelling expenses will be payable in respect of mileage incurred in undertaking outreach support on the basis of the County Council's Casual User Mileage Rate as amended from time to time.

11. Additional Special needs Allowance will be payable for specific, additional qualifications such as:

    a. Post Graduate qualification that specialises in Autism Spectrum Condition (ASC).

12. 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.

13. Health and Safety Requirements - The post holder will be required to cooperate with his/her employer and follow Health and Safety advice and instructions, and address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practice is maintained.

14. Equal Opportunities - The post holder will be required to actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Prepared by	Simon Anderson	**Date**	26 September 2022

CYNGOR SIR POWYS COUNTY COUNCIL

PERSON SPECIFICATION

Position Title: **Teacher in Charge (Specialist Centre)**

Position Number: **SWC0179**

Division/Section: **Schools Service**

Attribute	Essential	Desirable	Identified			
	(tick as appropriate)		App Form	Interview	Test	Exercise
Experience						
• Experience of developing and implementing curriculum strategies for learners with ASD	√		√	√		
• Experience of monitoring and evaluating curriculum outcomes for children and young people with ASD and other learning difficulties	√		√	√		
• Experience of liaising with outside agencies.	√		√	√		
• Experience of directing, supervising and providing support to Teaching Assistants	√		√	√		
Knowledge and Understanding						
• Knowledge and understanding of ALN.	√		√	√		
• Knowledge of strategies for improving learning outcomes for learners with ASD and other learning difficulties.	√		√	√		
• Understanding of how assessment can inform learning and setting learning targets.	√		√	√		
• Knowledge of preparing and reviewing Individual Education plans / Provision Maps.	√		√	√		
• Has an understanding of Safeguarding issues.	√		√	√		
• Knowledge of strategies to manage and improve challenging behaviour.	√		√	√		
• Knowledge and understanding of programmes of study at relevant key stages.	√		√	√		
• Ability to produce and deliver relevant programmes of work that may lead to	√		√	√		

Attribute	Essential	Desirable	Identified			
	(tick as appropriate)		App Form	Interview	Test	Exercise
appropriate recognised qualifications. • Knowledge of specialist materials / resources.	√		√	√		
Qualifications & Training • Educated to Degree level or equivalent Qualified Teacher Status. • Additional post graduate qualification and/or training in relation to ASD or other learning difficulties • Commitment to post related CPD.	√ √ √		√ √ √	√ √ √		
Personal Qualities • Personal integrity to make best use of own skills, resources and abilities of those of others. • A commitment and enthusiasm for the field of ALN with a strong drive to secure improved outcomes. • Ability to work without close supervision and make independent decisions. • Honest, reliable and good interpersonal skills. • Willingness to embrace the Welsh language and culture.	√ √ √ √ √		√ √ √ √ √	√ √ √ √ √		
Safeguarding Requirements • This position has a requirement for an Enhanced DBS Check	√					
Skills • Ability to communicate effectively in English. • Ability to communicate and teach effectively through the medium of Welsh. • Ability to monitor and assess performance and identify factors causing underperformance. • Ability to influence and persuade others to take action to secure improvement and/or better outcomes for children and young people.	√ √ √	 √ 	√ √ √ √			

Attribute	Essential	Desirable	Identified			
	(tick as appropriate)		App Form	Interview	Test	Exercise
	√		√			
Other Requirements • Full driving licence and access to a vehicle.	√		√			

Prepared by:	Simon Anderson	**Date:**	26 September 2022