Ysgol Maesyrhandir C.P. School

Plantation Lane

Newtown
Powys
SY16 1LH

Lon y Planfa

Y Drenewydd
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SY16 1LH

Headteacher/Pennaeth: Mrs Caroline Bufton
Assistant Headteacher/Pennaeth Cynorthwyol: Miss Lynne Hughes
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"Everybody's Somebody" "Mae Pawb yn Rhywun"

We are seeking to appoint a Level 3 Special Teaching Assistant to support our Specialist Centre children within the mainstream classroom. This will be on a fixed term contract due to commence 5th January 2027 until the end of the summer term 2027.

The post will be for 27.5 hrs per week term time only: Monday – Friday.

We are looking for candidates who are positive and have a can-do attitude for working with learners with additional needs. Experience of ALN would be desirable.

This position has a requirement for an Enhanced DBS check.

If you would like any further information please contact the headteacher on 01686 626337 or email office@maesyrhandir.powys.sch.uk

CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Teaching Assistant Level 3 (Special)**
Position Number:	**SMB0141**
JE Code:	**SCH7**
Service:	**Schools**
Location/Work Base:	**Maesyrhandir 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 6** **Point 11 to Point 14** **£29,071 to £30,515 per annum pro rata** **£15.06 to £15.81 per hour**
Contracted hours:	**27.5 hours, Fixed term until 31/07/2027**
Reporting to:	**Headteacher and Governing Body**
Responsible for:	**None**

Summary

About the role:

Normally in a special school setting though could be in mainstream. Working under guidance, provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

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

Your responsibilities will be:

Responsibility for others: The post has considerable impact on the learning and well-being of individuals or groups through contributing to the assessment of pupil need and progress, the development and implementation of plans and providing appropriate care/support to pupils with complex learning and/or health care needs

Responsibility for staff
The post will have limited responsibility for supervising – though will be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

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

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

The following are additional to the typical tasks, duties and responsibilities of a TA2 Special.

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 according to pupil responses
- Support and use ICT in learning activities & develop pupils' competence and independence in its use

Support to pupils:

- Use specialist (curricular/learning) skills/ training /experience to support pupils e.g. for Dyslexia – Alpha to Omega Dyslexia programme; for speech and language difficulties – Elklan programme, use of alternative augmentative communication aids
- Occasional support to the whole class for short periods (e.g. story reading).
- 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 with the development and implementation of Individual Education Plan/ Pastoral Support Plans (PSPs)
- Using specialist skills/ knowledge/ training, provide support in specialist areas
- Assist with pupil supervision on trips off the premises, under overall guidance of the teacher.
- Working with children/pupils 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 .

Support to teacher:

- Work with the teacher to establish an appropriate learning environment e.g. work station for ASD child, etc
- Work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observations and planned recording of achievement against pre-determined learning objectives

- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested
- Undertake marking of pupils' work and accurately record achievement/ progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/ carers as agreed with the teacher within the role/ responsibility and participate in feedback sessions/ meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/ tests
- Provide general clerical/ administrative support e.g. administer coursework, produce worksheets for agreed activities etc
- Assist with lesson/activity planning, delivery and evaluation
- Maintain confidentiality at all times

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 considerable experience of working to support children/pupils learning
- Have understanding of and experience of ICT as a learning tool and be able to use this in the classroom

Knowledge

- Have a detailed understanding of at least one area of the curriculum / age range.
- Have detailed understanding of school policies and how they relate to local and national framework / policies for learning

Qualifications and Training

- Minimum GCSE (or equivalent) in English, Welsh if required and Maths (A*-C)
- Hold a recognised and relevant qualification at NVQ 3 (or equivalent) or have evidence of equivalent knowledge and experience in a relevant discipline

Personal Qualities

- Able to organise and lead activities for parents and/or children
- Relates well to children, parents, staff and other professionals
- Able to exercise initiative and independent action
- Be pro-active in offering ideas and contribute to whole school review
- Able to adapt teaching styles to the needs of groups or individual pupils

Skills

- Have good communication and listening skills and be able to present information, verbally and in writing to others
- Able to take responsibility for an area of learning/development
- Able to supervise and train NVQ or work experience students
- Where managing a team of staff – have sound staff supervision and management skills
- Following training and risk assessment, be able to operate specialist equipment, e.g. hoists, complex feeding equipment etc and oversee staff use of this
- First aid trained

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 03/12/2026.
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 04/12/2026. 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.