



Monmouth | Ysgol Gyfun
Comprehensive School | **Trefynwy**

Teaching Assistant Level 1 – Mainstream

Full time, temporary contract

Commencing October 2024 until 31st August 2025

Recruitment Pack



Introduction from the Headteacher

Thank you for your interest in this role.

We are very proud of our inclusive and aspirational school, and we have exceedingly high expectations of every single one of our students. We take great pride in enabling them to grow and to flourish. In order for that to happen, our students need to do two simple things - work hard and be kind. Our students and staff thrive in a community where consistency and routines go alongside us knowing each student well and supporting them to reach their potential.

We have the benefit of a magnificent award-winning school building that was recently completed under the 21st Century Schools programme. It is a wonderful modern facility that has education at its heart. Located in the centre of Monmouth, we serve our local community as well as other nearby areas in both Wales and England. We number around 1,700 students and 200 staff, and we are over-subscribed in every year group.

We are absolutely determined to provide an exceptional standard of education for every child that comes to our school, so that they have the opportunity to lead happy and successful lives. Our approach to Curriculum for Wales is founded on the importance of subjects and on the principle of powerful knowledge. Our work on this is the subject of a recent Estyn case study to share our practice more widely. Our pedagogy is founded on the research evidence of learning and on how to maximise student progress.

We are fully comprehensive and provide for a wide range of learning needs. Currently there are 14% of the school population on the Register for Additional Learning Needs. We also have an integrated Specialist Resource Base, which is also the subject of a recent Estyn case study for its exceptionally strong provision. Students come from a wide range of socio-economic backgrounds and the rolling average for

FSM is 13.8%.

We welcome applications from candidates whose personal qualities and values reflect those in the person specification, and whose experiences also place them in a strong position to deliver the job description. A full induction programme and meaningful professional learning is offered to all staff.

You will find us to be a supportive, collaborative group of colleagues, who work to provide an exceptional standard of education for all of the students in our care. We take great pride in what we do, and we continue to be wildly ambitious for what we can achieve together in the future.

I look forward to reading your application, should you wish to apply.

Kind regards

Hugo Hutchison
Prifathro / Headteacher



Job Description

1 Title of Post: Teaching Assistant Level 1 – Mainstream

2 Salary Grade: TA1 – Band B – SCP 3-5
£22,737 - £23,500 pro rata per annum

Hours of Work: Term time, 32 ½ hours per week, 39 weeks per year
Monday to Friday, 7 hours per day, including ½ hour unpaid lunch break
Starting October 2024, fixed term contract to 31st August 2025

3 Relationships

- 3.1 The postholder is responsible to the Headteacher through the ALNCo.
- 3.2 The postholder works with the class teachers across mainstream provision to support access to and make progress in learning.
- 3.3 The postholder works on a professional level with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.
- 3.4 The postholder liaises with parents, carers, and students as appropriate.

4 Purpose of the Job

- 4.1 To work with the ALNCo to meet the needs of learners through classroom support. This will involve working with class teachers to support the delivery of prepared learning activities and reviewing progress within these.
- 4.2 To contribute to the implementation of strategies and support specific outcomes identified through Individual Development Plans / Statements of SEN / Educational Health Care Plans and the associated short-term targets, under the guidance of the Inclusion Team.
- 4.3 To provide a secure, challenging and motivating environment for students.

5 Responsibilities

- 5.1 To work alongside class teachers to provide in-class support (local and national learning strategies, eg. literacy, numeracy, KS3/4) to support the learning needs of all students.
- 5.2 To use provided resources and modify the approach as needed to support the access and progress of identified students within the classroom as agreed by the class teacher.
- 5.3 Provide accurate feedback as required on student achievement and progress to the classroom teacher and ALNCo with evidence as appropriate.
- 5.4 Maintain records of learning and contribute to reviews of systems/records and provision.
- 5.5 Promote positive values, attitudes and student behaviour in line with established policies and practices.

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- 5.6 To contribute to providing a secure, challenging and motivating environment for students.
- 5.7 Liaise with parents as agreed with the class teacher and ALNCo and within your role/responsibility and participate in feedback sessions/meetings with parents.
- 5.8 To support the implementation of the ALN Act 2018 and Additional Learning Needs Code for Wales 2021.
- 5.9 To provide support to meet the personal care needs of individuals with disabilities in-line with the Equality Act 2010.
- 5.10 To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, the Monmouthshire Safeguarding and Child Protection Policy 2014 and any other relevant Council and School policies relating to Safeguarding and Health and Safety.
- 5.11 To follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.
- 5.12 Be aware of and comply with policies and procedures relating to Behaviour Management, uniform, confidentiality and data protection, reporting all concerns to an appropriate person.
- 5.13 Uphold and promote the vision and ethos of the school.
- 5.14 Participate in training, learning activities and performance development as required.

6 Guidance

- 6.1 To have a current knowledge of learning programmes to support the learning of students/groups (national/local programmes, literacy, numeracy).
- 6.2 To be able to use information and planning prepared by the class teacher to deliver appropriate support to students and review progress with the class teacher.
- 6.3 To adapt resources as necessary to support learning of students, under the guidance of the class teacher.
- 6.4 To provide feedback on students' work with the class teacher to support the planning for next steps in learning.
- 6.5 To contribute to the review IDPs/ILPs to support students' learning.
- 6.6 Attend review meetings (including annual reviews) and parent meetings to provide information on student achievement/progress, as agreed with the ALNCo.
- 6.7 To work within the policies and practices of the school in supporting students' learning.

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7 Professional Development

The school is committed to supporting all in developing their practice to achieve the very best outcomes for all students. Our CPD policy outlines the provision and practice for this role.

8 Performance Management

Our performance Management policy and practice supports us in achieving the school's aims and objectives in raising standards. The Policy states how performance is measured in relation to the school's aims and priorities.

9 The duties and responsibilities of the post are subject to those details in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher

10 The job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.

Personal Specification

	Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
Education/Qualifications			
1.1	Level 2 Qualification in literacy, numeracy and Science	E	Application Form
1.2	Teaching Assistant Qualification	D	Application Form
1.3	First Aid within the Workplace	D	Application Form
Experience			
2.1	Experience of working with students in an education setting	E	Application Form / Interview
2.2	Experience of supporting learners with identified additional learning needs.	D	Application Form / Interview
Aptitudes and Skills			
3.1	Ability to demonstrate personal enthusiasm and commitment to the learning process	E	Application Form / Interview
3.2	Excellent interpersonal skills of working with children and adults in a learning environment	E	Application Form / Interview
3.3	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	Application Form / Interview
3.4	Have an ability to work within professional standards	E	Application Form / Interview
3.5	Have a knowledge of basic technology in supporting learning	E	Application Form / Interview
3.6	To prioritise, plan and organise yourself	E	Application Form / Interview
3.7	To think flexibly and creatively to anticipate and solve problems	E	Application Form / Interview
3.8	To support in providing the very best experience for all students with identified additional learning needs	E	Application Form / Interview

Personal Specification

Safeguarding			
4.1	Commitment to pupil wellbeing, safeguarding and child protection	E	Interview
4.2	Positive references	E	Post short-listing
4.3	Enhanced DBS	E	Post interview

The Recruitment Process

1. Application

Application forms can be downloaded via www.eteach.com – we do not accept CVs.

Completed paper applications should be returned to: Mrs Laura Claypole, Monmouth Comprehensive School, Old Dixton Road, Monmouth NP25 3YT.

Emailed applications may be sent to: mon.recruitment@monmouth.schoolsedu.org.uk

2. Interview Process

Interview Date: TBC

3. Additional Information

Please contact: Mrs Laura Claypole mon.recruitment@monmouth.schoolsedu.org.uk for any further information.

4. Safeguarding

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check. Candidates must be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. Applications are welcome in English or in Welsh, and will be treated equally.

