



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

Teaching Assistant Level 3 – Basic Skills

Full time, temporary contract

Commencing April 2025 until 31/8/2025

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 3 – Basic Skills

2 Salary Grade: TA3 – MCC Scale D SCP 9 – 13
£26,409 - £28,163 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 April 2025, fixed term contract to 31st August 2025

3 Relationships

- 3.1 The postholder is responsible to the Headteacher through the Additional Learning Needs Co-ordinator (ALNCo) and ALN teacher.
- 3.2 The postholder works with Inclusion Teams to plan, deliver and assess the learning of students with identified additional learning needs around their basic skills.
- 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 Additional Needs Co-ordinator and ALN teachers, in taking responsibility for agreed learning with individuals or groups with additional learning needs in or out of the classroom. This will involve planning, preparing and delivering learning programmes and monitoring students by assessing, recording and reporting on students' achievements, progress and development.
- 4.2 To take responsibility for the implementation and evaluation of learning programmes and the management of other teaching assistants including allocation and monitoring of work and training.
- 4.3 To provide a secure, challenging and motivating environment for students and other teaching assistants.

5 Responsibilities

- 5.1 To plan learning programmes for smaller groups of identified students within the basic skills of literacy and numeracy; to support the learning needs of identified students/groups of students, at KS3 and KS4.
- 5.2 To deliver and support others in delivering programmes of learning to identified students/groups of students.
- 5.3 Monitor and evaluate students' responses to learning activities through recording of achievement against pre-determined learning objectives.

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- 5.4 Provide accurate feedback and reports as required on student achievement and progress, ensuring the availability of appropriate evidence.
- 5.5 Maintain and update records of learning and contribute to reviews of systems/records and provision.
- 5.6 Assess students' work and accurately record achievement progress.
- 5.7 Promote positive values, attitudes and student behaviour in line with established policies and practices.
- 5.8 To provide a secure, challenging and motivating environment for students and other teaching assistants.
- 5.9 Liaise with parents as agreed with the ALNCo and within your role/responsibility and participate in feedback sessions/meetings with parents.
- 5.10 To support the implementation ALN Act 2018 and Additional Learning Needs Code for Wales 2021.
- 5.11 To provide support to meet the personal care needs of individuals with disabilities in-line with the Equality Act 2010.
- 5.12 Uphold and comply with the statutory Council and School policies relating to Health and Safety.
- 5.13 Follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.
- 5.14 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.
- 5.15 Uphold and promote the vision and ethos of the school.
- 5.16 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 a range of learning data to identify, chart the progress of and evaluate student achievement/groups.
- 6.3 To plan lessons, resources and adapt as necessary to support learning of students/groups.
- 6.4 To assess and evaluate students'/groups work to plan the next steps in learning.
- 6.5 Record data on student progress and achievement using whole school reporting and recording systems.
- 6.6 To review IDPs/ILPs to support students' learning across the school.
- 6.7 Attend review meetings (including annual reviews) and parent meetings to provide information on student achievement/progress.
- 6.8 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 and numeracy	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
2.3	Experience of delivering targeted interventions within numeracy, literacy and science	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	An ability to access, analyse and interpret information in support of interventions to improve standards	E	Application Form / Interviews
3.7	To prioritise, plan and organise yourself	E	Application Form / Interview
3.8	To think flexibly and creatively to anticipate and solve problems	E	Application Form / Interview

Personal Specification

3.9	To support in providing the very best experience for all students with identified additional learning needs	E	Application Form / Interview
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

Closing Date: Wednesday 26th March at 12.00 noon

2. Interview Process

Interview Date: Wednesday 2nd April

3. Additional Information

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

4. Safeguarding

Child and Adult Safeguarding are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for 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.

