

Teaching Assistant Level 2 - mainstream

Full time, temporary contract

Commencing January 2026 (or sooner if possible) until 31st August 2026

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 2 (mainstream)

2 Salary Grade: MCC Scale C SCP 5 – 8
£25,583 - £26,824 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
Commencing January 2026 (or sooner if possible) until 31st August 2026

3 Relationships

- 3.1 The postholder is responsible to the Headteacher through the ALNCo
- 3.2 The postholder works with class teachers across mainstream provision to support learning, providing targeted and specific support as required
- 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

The purpose of the role is to work with the ALNCo and class teachers to meet the needs of students, through classroom support and targeted intervention. The postholder will contribute to the implementation of strategies and support specific outcomes identified through ILPs/IDPs/EHCPs and associated targets, under the guidance of the ALNCo and class teachers.

5 Responsibilities

- 5.1 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 Use provided resources and modify approaches as needed to support the access and progress of identified students within the classroom, as agreed by the class teacher.
- 5.3 Lead intervention sessions with individuals and small groups of students, planning and delivering sessions that have a positive impact on student progress and standards.
- 5.4 Provide accurate feedback as required on student achievement and progress to the classroom teacher and ALNCo with evidence as appropriate.
- 5.5 Contribute to the review of ILPs/IDPs/EHCPs, attending review meetings as required.
- 5.6 Maintain records of learning and progress as required.
- 5.7 Promote positive values, attitudes and student behaviour in line with established policies and practices.
- 5.8 Liaise with parents and carers as agreed with the class teacher and ALNCo.

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- 5.9 Manage the behaviour of students, in line with the school's Relationships and Behaviour Policy.
- 5.10 Carry out supervision of students on break as detailed by the Headteacher.
- 5.11 Uphold and comply with the statutory Council and School policies relating to Health and Safety.
- 5.12 Follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.
- 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 Professional Development and Standards.

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.

7 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.

- 8 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.
- 9 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	The ability to plan and deliver interventions to individuals and small groups	E	Application Form / Interview
3.4	The aptitude to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	Application Form / Interview
3.5	Have an ability to work within professional standards	E	Application Form / Interview
3.6	Have a knowledge of basic technology in supporting learning	E	Application Form / Interview
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
3.9	To support in providing the very best experience for all students with identified additional learning needs	E	Application Form / Interview

Personal Specification

Personal Attributes			
4.1	A strong work ethic	E	Application Form / Interview
4.2	Well-developed communication skills	E	Application Form / Interview
4.3	Reliable, conscientious and willing to learn	E	Application Form / Interview
4.4	A collaborative and flexible approach as a member of a team	E	Application Form / Interview
Safeguarding			
5.1	Commitment to student wellbeing and safeguarding	E	Interview
5.2	Positive references	E	Post-shortlisting
5.3	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: mcs.recruitment@monmouthshireschools.wales

Closing Date: Sunday 2nd November at 23:00

2. Interview Process

Interview Date: Week commencing 3rd November

3. Additional Information

Please contact: Mrs Laura Claypole mcs.recruitment@monmouthshireschools.wales 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.

