



Applicant Information Pack

Higher Level Teaching Assistant (HLTA)

**15 hours per week, term time only,
temporary position**

Start date : February 2026 (or as soon as possible thereafter)

Salary details : GO5



Headteacher's Welcome

I would firstly like to thank you for your interest in the post of Teaching Assistant at Ysgol Aberconwy. The purpose of this information pack is to help you get to know more about our school and help you to decide if this is the right post for you.

Ysgol Aberconwy is a school that puts learning and individual achievement at the heart of everything it does. We want every pupil to succeed; to achieve their full potential, be prepared for the future and become confident, thoughtful young people so they leave us ready for the challenges of an exciting and increasingly competitive world. This philosophy also extends to the school's staff – we seek to be a learning organisation that focuses on the development of each individual within it through coaching, challenge and support.

Situated in a spectacular location on the Conwy estuary, the school boasts a modern, well maintained and well equipped environment. Whilst the school's ethos is based on traditional values of respect, responsibility and community spirit, students experience the very latest technology and teaching methods in the classroom.

Here at Ysgol Aberconwy we have the highest expectations of all our pupils in all areas of school life. Academic standards are important to us and we expect all pupils to achieve the very best. We also have the highest expectations of our pupils when it comes to behaviour, attendance, punctuality and uniform.

The pastoral system at Ysgol Aberconwy is extensive and innovative. Each year group has a full time non-teaching Guidance Mentor. Working from a key stage base these mentors are available throughout the day to respond to pupils' concerns and to provide a direct contact point for parents. This, along with our specialist resource centre for ALN pupils ensures that all pupils feel secure and supported at school.

We have a flourishing extra-curricular programme. This includes a full range of sporting activities in the school's state of the art facilities as well as music concerts and drama productions. The school owns its own field centre in the hills above Abergwyngregyn and has an extensive outdoor activities programme.

We are also proud of our Welsh tradition and heritage. The school encourages the use of the Welsh language in lessons and beyond, and we are developing the provision of some subjects through the medium of Welsh for those who want it.

We are very fortunate to have a dedicated and highly professional team of teachers and support staff who expect the very highest standards from all our staff and pupils, whilst our strong school systems ensure that everyone learn in a safe and friendly environment where teachers teach and learners learn.

Ysgol Aberconwy is a great place to work. It is focused on teaching and learning and dedicated to the well-being of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our pupils. We know that our school can only be as good as the staff within it. If you would like to see for yourself why we believe Ysgol Aberconwy is a great school in which to work, then please contact us for a visit.

Ian Gerrard



Additional Information about the school

During their visit to the school in October 2025, ESTYN report that:

- Many pupils behave well in lessons.
 - Many teachers establish purposeful working relationships with pupils.
 - In many lessons, pupils engage well and respond to staff expectations.
 - At Key Stage 4 and in the sixth form, the curriculum is broad and well-balanced.
 - Pupils value the wide range of trips and visits, which contribute to their strong connection with, and respect for, their school.
 - Ysgol Aberconwy is a caring and inclusive community where pupils feel safe, valued and respected.
 - Relationships between staff and pupils are supportive.
 - Many pupils behave well around the school.
 - Pupils benefit from meaningful opportunities to develop their awareness of diversity.
 - Diversity is celebrated throughout the school.
 - Pupils are proud to be part of their school community.
 - The school offers a wide range of extra-curricular clubs, which are well attended.
 - The school provides a range of supportive environments where pupils feel nurtured.
 - The learning resource bases provide calm, supportive environments that promote security and emotional regulation.
 - Strong relationships between staff and pupils characterise the learning environments in these bases.
 - Pastoral staff respond appropriately to concerns, including incidents of bullying.
 - Pupils receive impartial advice that helps them make informed decisions.
 - The headteacher provides thoughtful leadership with inclusion and well-being at the heart of his vision.
 - The school's mission and values are well understood and embraced by pupils, staff and governors.
 - The school places a strong emphasis on local identity ('Cynefin').
 - Leaders promote the advantages of learning the Welsh language well.
 - Many pupils have positive attitudes towards learning Welsh.
 - Leaders have a clear vision for developing pupil leadership.
 - There are meaningful opportunities for pupils to take responsibility.
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Information about the local area

Conwy Town and Area

Conwy is a town rich in history, with much of it still preserved within the walls and traditional structures of its buildings. In the heart of it is the mighty 13th-century castle, whose walls encapsulate this remarkable medieval town.

Surrounded by the beautiful Welsh countryside and watched over by the mighty mountains of Snowdonia, it's a beautiful place to visit or to live. The Quay is host to a number of amenities and is a particularly stunning place to visit during the warm summer months. Whether you'd prefer to enjoy the hospitality of local restaurants, take an exciting boat tour around the coastal area or hike upon the many surrounding mountains – it's all possible in and around the historical town of Conwy.

Conwy offers a whole host of places to eat and drink. Fine dining restaurants, traditional pubs and snug cafes can be found throughout the town. It's also host to a number of hotels and B&Bs – many of which are incredibly close to the castle itself. With its traditional and quaint appearance, you may be fooled into thinking that this town is hard to access. It's just over an hour's drive from two major airports – Liverpool and Manchester – and easily accessible by train. It's also worth exploring further afield in the rest of Conwy County which includes equally impressive coastal towns.

Llandudno has maintained its traditional and authentic charm. This Victorian seaside resort has much to offer its visiting guests. Take a leisurely walk along its promenade, or travel up to summit of the Great Orme where you'll be rewarded with incredible views of its surrounding mountains and coastal towns.

You'll also find that Conwy is very proud of its culture and history, and is often host to a number of cultural events throughout the year. Each year, you'll find an abundance of festivals, art galleries and local markets, which are primarily hosted in the name of supporting and displaying their local talent and produce.

If you're looking for somewhere to explore that is full of adventure and has also managed to maintain the rich history within its walls and buildings, Conwy offers its guests (and residents) all of this and more.

[\(http://www.conwy.com/\)](http://www.conwy.com/)



Job Advert

Teaching Assistant : Salary Range : G05 : £10,283 - £11,528

This is a temporary position of 15 hours per week.

Closing date for applications : Monday 9th February

Start Date : February 23rd (or as soon as possible thereafter).

We seek to appoint an enthusiastic and motivated Teaching Assistant to support students in our ALN department. They will work under the guidance of the ALN Coordinator to provide support to students in class, or in small groups, particularly focusing on literacy and numeracy skills, social communication and behavioural difficulties. They will be fully involved in the life of the school, providing administrative support and covering for absent colleagues as well as supporting students outside the classroom. They will also take some responsibility for line managing other teaching assistants and organising their daily schedules.

In return, we offer you:

- A strong commitment to professional development;
- A school with high aspirations and a genuine opportunity to make a difference;
- An opportunity to help shape teaching and learning and our alternative curriculum;
- A dedicated and supportive team of professional staff and governors;
- Strong links with other local schools for partnership working and support;
- A strong community spirit;
- A vibrant and interesting place to work.

This is an exciting time to join Ysgol Aberconwy, a mixed 11-to-18 comprehensive school of over 1100 pupils. Set in its own extensive campus on the banks of the beautiful River Conwy, the school is situated in the medieval town of Conwy on the North Wales coast adjacent to the Snowdonia National Park. As a PFI School, we are exceptionally well resourced and maintained, and we have developed a significant reputation locally for the quality of our pastoral care as well as our academic success. Numbers in the school will have risen by 40% over the last five years in September, and we have developed specialist resource centres to support children with dyslexia, autism and other learning needs.



Job Description

POST: Teaching Assistant : ALN

SALARY RANGE: GO5 (pt 12-19)

POSTHOLDER:

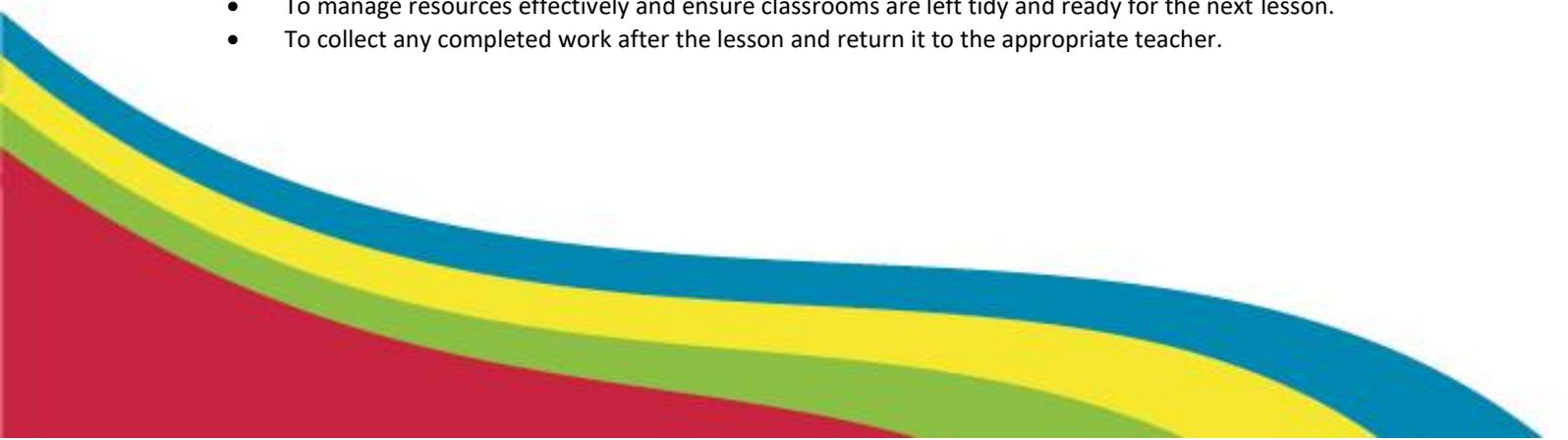
REPORTING TO: ALNCO

JOB PURPOSE

- To work under the guidance of ALN Coordinator and teaching staff to provide support to students in class, or in small groups, particularly focusing on literacy and numeracy skills.
- Planning, preparing and delivering learning activities for individuals/groups or for whole classes in the short term.
- Monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants, including allocation and monitoring of work, appraisal and training.

MAIN DUTIES

Support for Pupils

- Use specialist (curricular/learning) skills, training & experience to support pupils.
 - Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
 - Develop pupil profiles and reviews.
 - Develop and implement IEP's/IDP's under the direction of the ALNCo.
 - Establish purposeful working relationships with pupils and engender high expectations.
 - Promote the inclusion and acceptance of all pupils within the classroom and ALN area.
 - Support pupils consistently while recognising and responding to their individual needs.
 - Encourage pupils to interact and work co-operatively with others.
 - Promote independence and employ strategies to recognise and reward achievement of self-reliance.
 - Provide effective feedback to pupils in relation to programmes and recognise and reward achievement, including behaviour and attendance.
 - Support for pupils with additional learning needs in various settings.
 - To register and record student attendance in lessons.
 - To instruct students regarding the work received from their teacher.
 - To provide students with the necessary resources for their learning.
 - To ensure orderly entrance and exit of classrooms.
 - To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher.
 - To follow school systems and procedures on behaviour management.
 - To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
 - To collect any completed work after the lesson and return it to the appropriate teacher.
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Support for Teachers

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and the recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Provide general clerical/administrative support, e.g. administer coursework, produce worksheets for agreed activities.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Production of lesson plans, worksheets, plans, etc.

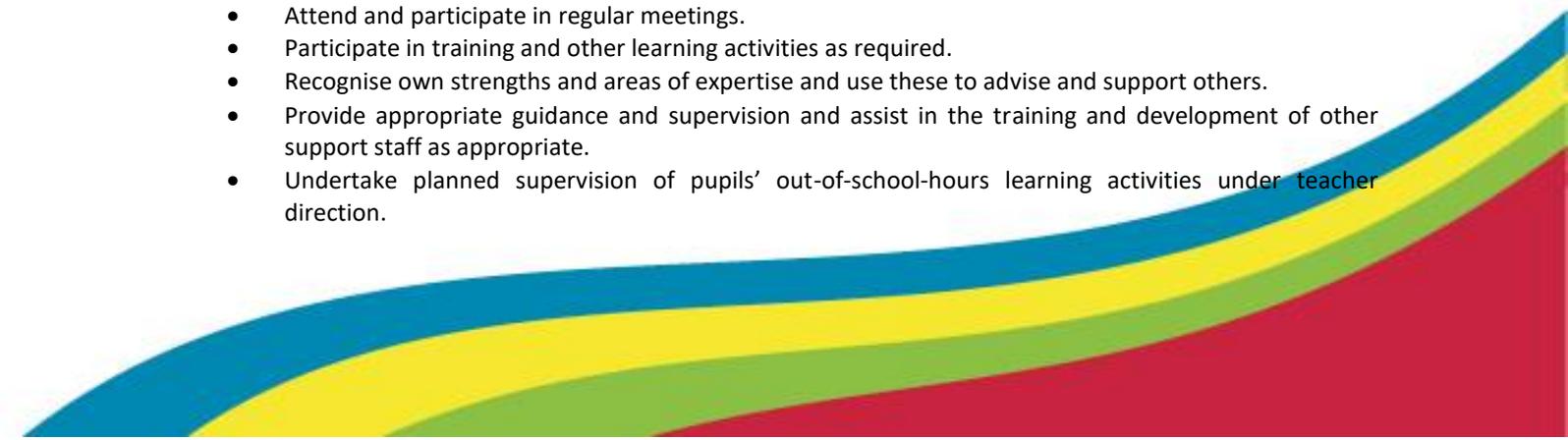
Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Implement programmes linked to local learning strategies, e.g. literacy, numeracy, ICT.
- Make effective use of opportunities provided to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural background
- Advise on appropriate deployment and use of specialist aid/resources/ equipment

Line Management Responsibilities

- Undertake recruitment/induction/appraisal/training/mentoring for other teacher assistants
- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings

Support for the School

- Be aware of and comply with policies and procedures relating to inclusion, behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 - Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
 - Establish purposeful relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress for pupils.
 - Attend and participate in regular meetings.
 - Participate in training and other learning activities as required.
 - Recognise own strengths and areas of expertise and use these to advise and support others.
 - Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
 - Undertake planned supervision of pupils' out-of-school-hours learning activities under teacher direction.
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- Undertake planned supervision of students in and out of school hours including before and after school, and lunchtimes within the guidelines established by the school.
- Supervise pupils on visits, trips and out-of-school activities as required.
- Supervise students in a lesson for the planned absence of a teacher within a specified department.
- To invigilate internal and external examinations when required.

RIGHT TO VARY

This job description is not intended to be an exhaustive list of duties. Ysgol Aberconwy reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade



Person Specific

Factor	Requirements	How Identified	Rank E-Essential D-Desirable
Knowledge & Skills	Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	AF/I/V	E
	Good standard of education with 5 GCSE's or Equivalent.	AF/V	E
	Experience of working with children of relevant age.	AF/I/R	E
	Experience of working with students with additional needs.	AF/I/R	D
	Training in delivery of 'Catch-Up' literacy and/or numeracy programmes	AF/V	D
	Ability to work under pressure to complete deliverables and adhere to deadlines.	AF/I/R	E
	Excellent organisational skills including an ability to manage own workload and plan activities.	AF/I/R	E
	Excellent communication skills in written and spoken English.	AF/I/R	E
	Fluency in written and spoken Welsh	AF/I/V	D
	Good numeracy and literacy skills	AF/V	E
	Full working knowledge of relevant policies/code of practice and awareness of relevant legislation.	AF/I/R	D
	Working knowledge of National Curriculum and other relevant learning programmes.	AF/I/R	D
Creativity & Innovation	Excellent personal motivation and enthusiasm for completing assigned tasks.	AF/I/R	E
	Ability to self-evaluate learning needs and actively seek learning opportunities.	AF/I/R	E
	Ability to research and organise information for inclusion in documents and reports.	AF/I/R	E
	Ability to plan effective actions for students at risk of underachieving.	AF/I/R	E
	Understanding of principles of child development and learning processes and, in particular, barriers to learning.	AF/I/R	D
Contacts & Relationships	Excellent interpersonal skills and an ability to communicate effectively, in both written and verbal form with staff.	I/R	E
	Ability to integrate into and work effectively within a team environment understanding school roles and responsibilities and your own position within these.	I/R	E
	Ability to relate well to children	I/R	E
	Full understanding of the range of support services/ providers and ability to work with such agencies	AF/R	D
Decisions/ Recommendations	Ability to make decisions independently within an agreed objective framework.	I/R	E
Resources	Ability to manage resources efficiently	I/R	E
Physical Demands	Ability to carry out daily duties in and around the school environment – including break/lunch duties on the school yard and in the school canteen.	AF/I	E

AF: Application Form

I: Interview

R: Reference

V: Verification

Safeguarding Procedures

We are committed to the safeguarding and promotion of the welfare of children and expects all staff and volunteers to share this commitment. We are an Equal Opportunities employer. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:
 - a. An enhanced DBS disclosure;
 - b. Checks of professional status (EWC; QTS etc.)
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance
2. We only accept applications completed on the Conwy application form with a covering letter. Please do not send CVs or open testimonials. More detail about the content of applications is provided in this pack below.
3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.
4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
5. When seeking references, we will request information about your suitability to work with children.
6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.
7. As a local authority, Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.



Application Procedures

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees.

Please note that section 12 on the form (Additional information to support your application) which can be completed on a separate sheet if you prefer, should include the following information:

- a. A brief outline of what you have achieved in your present post
- b. A statement about why you want this job.
- c. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within this information pack.

Candidates are kindly requested not to submit a CV instead of the application form. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mr Ian Gerrard (Headteacher) c/o Lynn Jones, to arrive **no later than midday on Monday February 9th**

Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. Please note that we will only consider applications submitted on Conwy's application form.

Interviews will take place during the week commencing **Monday February 9th** If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Lynn Jones, the Headteacher's PA.

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E-mail: lynn.jones@aberconwy.conwy.sch.uk

