Wales HIGH SCHOOL

*Nurturing **good, happy** and **successful people** who are **prepared for life.***



Specialist Teaching Assistant (Level 3)

APPLICATION PACK

CONTENTS

MESSAGE FROM THE HEADTEACHER	3 - 4
MESSAGE FROM THE CHAIR OF THE GOVERNING BODY	5
WALES HIGH SCHOOL VISION AND VALUES	6
ABOUT OUR SCHOOL & KEY INFORMATION	7 - 9
LEARNING SUPPORT DEPARTMENT & THE ROLE	10 - 11
JOB DESCRIPTION / PERSONAL SPECIFICATION	12 - 15
HOW TO APPLY	16
LIVING AND WORKING IN SOUTH YORKSHIRE	17





MESSAGE FROM THE HEADTEACHER

Wales High School is a thriving, inclusive, and highly successful community, providing outstanding education to over 1,800 students. I am incredibly proud to lead this vibrant learning environment as the recently appointed Headteacher.

At the heart of everything we do are our core values: Community, Ambition, Respect, and Excellence (CARE). Our mission is to nurture good, happy, and successful individuals, equipping them with the skills, confidence, and resilience to thrive in life and contribute positively to the world around them.

We celebrate each student as an individual and are passionately committed to unlocking their potential. With a dedicated and talented team, we ensure our curriculum, guidance, and care meet the diverse needs of every young person. High expectations form the foundation of our culture, embedded in focussed lessons full of knowledge and wonder. We empower students to become compassionate, organised, and ambitious individuals who strive for excellence.

As Headteacher, I am committed to building on our strong tradition of pastoral care to create a safe, calm, and inclusive learning environment where every student can excel. From those securing places at Russell Group universities or prestigious apprenticeships to those needing additional support, we provide tailored guidance to help every student succeed.

We encourage independence and leadership through a wide range of extracurricular opportunities, enabling students to explore their passions and develop confidence. Our Sixth Form, home to over 250 students, acts as a hub of inspiration, with older students serving as role models who empower and encourage their younger peers.

Strong partnerships with parents and carers are essential to student success. We value open, positive relationships to ensure that every child is fully supported. Wales High School is deeply connected to its local and wider community, instilling a sense of responsibility and service in our students. We believe they can be leaders who shape their communities and positively impact the world.

At the heart of our ethos is a genuine commitment to well-being and managing workload. I understand that the success of any school depends on its staff, and I am dedicated to creating an environment where teachers and support staff feel empowered, appreciated, and equipped to excel. This commitment is reflected in our policies, practices, and daily interactions.

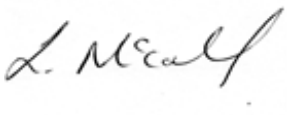
Collaboration, professional growth, and a healthy work-life balance are key priorities. We regularly review workload demands and seek staff input to ensure efficient and purposeful processes. Well-being initiatives are woven into our culture, supported by a leadership team that listens, responds, and fosters a supportive environment.

By joining our team, you will become part of a school that values your expertise and invests in your development and happiness. Together, we strive to make a lasting impact on our students while fostering a professional community where everyone feels proud to contribute.

This is an exciting time for Wales High School as we plan for the design and eventual move to our state-of-the-art new building. We are seeking individuals who share our vision and values and are eager to help shape the future of our school.

I warmly invite you to visit us and experience first-hand what makes Wales High School such a special place to learn, grow, and succeed.





Miss Lisa McCall, Headteacher

MESSAGE FROM THE CHAIR OF THE GOVERNING BODY

Firstly, may I thank you for showing an interest in working at Wales High School. This is an incredible opportunity for an exceptional candidate to teach in one of the most respected and forward-looking schools in the North of England.

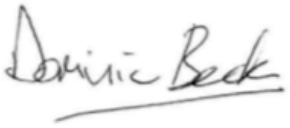
Now every school in the country is special in their own right, but here at Wales we pride and judge ourselves on how we ensure the school remains laser focussed on being rooted within our local community and as a force for good across the area we serve. As education has changed over the decades, the one constant has been our deep-rooted values and ethos, the Wales Way, that we would expect any candidate to protect and enhance.

Wales High School is a forward-looking school with an outstanding record of promoting high achievement. However, as important as academic achievement is, the school ethos prioritises preparing students for success and fulfilment in their futures as resilient, happy, and responsible young people who will make a positive contribution to society. Supporting students' emotional health and well-being is a key school priority as is projecting the school positively within the community.

As a former student and as a serving Councillor for the area in which the school resides, I see and feel every day the example the school sets and the high standards it promotes that truly does make a very real difference.

I hope that you find all the information you require in this pack and that it gives you an idea of what we are all about here at Wales High School.





Cllr Dominic Beck, Chair of Governors

THE *WALES* WAY

OUR VISION AND VALUES

*Nurturing **good, happy** and **successful people** who are **prepared for life.***

FOCUSED LESSONS full of knowledge and wonder.

WORLD CLASS OPPORTUNITIES that enrich lives.

ROLE MODELS who empower and encourage.

We believe our young people can be **leaders** who **shape their communities** and who can **change the world**.

C	A	R	E
COMMUNITY	AMBITION	RESPECT	EXCELLENCE
We care about our community. We cooperate with each other. We include everyone.	We care about our work and achieving great things. We aim high, try our best and dream big.	We care about respect. We respect ourselves, each other and our school. We are polite and kind.	We care about excellence. We strive for excellence and enjoyment in all we do.

VOW VALUES OF WALES

WALES HIGH SCHOOL

COMMUNITY. AMBITION. RESPECT. EXCELLENCE





ABOUT OUR SCHOOL

Wales High School is a caring and aspirational learning community, situated on the edge of the villages of Wales and Kiveton Park, where pupils aged 11-18 from across the wider community thrive in an atmosphere of mutual respect and trust.



All staff follow a strong programme of professional learning which is matched to the school's improvement priorities and the interests of staff.

At Wales High School, we are proud of our first-class facilities, which enable us to deliver an enriched and varied learning experience across both traditional and vocational subjects. Cross-curricular links, and a strong focus on literacy and numeracy, are complemented by hands-on, practical experience at our specialist facility, the Kevin Shore Vocational Academy.



> ***Everyone is welcome in this inclusive school. Leaders are steadfast in their commitment to inclusivity for all pupils and the wider community of Wales High School, they have created a positive culture that spreads through every aspect of the school community***
> *- Ofsted*

Wales High School was founded in 1970 and in 2010 became a convertor academy. There are currently over 1,800 students on roll including Sixth Form students.

A high proportion of students continue into the Sixth Form after Year 11 and the school also attracts external students in Year 12. The Sixth Form curriculum is broad, with many enrichment and wellbeing options alongside a wide range of A Level and Level 3 Vocational subjects. As well as providing a quality education and a first-class academic experience, our outstanding pastoral system ensures the personal development, safety and welfare of all our students.



Staff commitment to extra-curricular and enrichment activities is very strong, with an extensive programme of opportunities to broaden our students' horizons including links with our partner schools in Paraguay, Romania and Zanzibar. The school offers a range of trips and residentials including to Berlin, Paris, Geneva, Spain, Dubai and Italy.

"The School's work to promote mental health is noteworthy. Pupils and staff are supported well by a team of counsellors and trained staff" - Ofsted.

For those pupils who require additional support, help is given both in lessons and on a one-to-one basis. We work closely with our feeder primary schools to ensure that this support is in place immediately.

> ***The inclusive culture and ethos is lived, not laminated - Ofsted***



The school includes a range of different buildings from the original 1970s building, to the purpose-built millennium block. Just a short walk over the road is our state-of-the-art 3G Pitch facility, which opened in November 2022.

The school is also going through the School Rebuilding Programme to replace and refurbish the buildings at the school, setting Wales High School up for high educational standards for all students for decades to come.

To view feedback from our most recent **Ofsted** inspection (October 2023) please click **here**.

WHAT PEOPLE SAY ABOUT WALES HIGH SCHOOL

PARENTS/CARERS:

- *'My daughter enjoys coming to this school'*
- *'Fantastic - child extremely happy. He loves the school.'*
- *'Wales High is a fantastic school: nurturing and caring'*
- *'When your son walks into school saying he is worried about scraping through a particular subject and walks out with a 9 in it! Priceless!'*
- *'What an amazing teacher. Thank you'*
- *'Very supportive teachers and approachable'*

> ***When your son walks into school saying he is worried about scraping through a particular subject and walks out with a 9 in it! Priceless!'***
> *- Parent*



STUDENTS:

- *'I'm happy with everything - love the school'*
- *'This is a lovely school to be at and it makes me feel grown up. So glad I came to this school'*
- *'Teachers care and help me'*
- *'Thank you so much for being the best teacher ever and making exams less stressful'*
- *'Proud of myself'*
- *'Over the moon with my results - the hard work has finally paid off'*
- *At Wales High School's Sixth Form, you will be empowered to unlock your full potential, embrace new challenges, and stretch the boundaries of your capabilities. You will have the opportunity to explore new realms of knowledge and interesting subjects that will challenge and engage you on creative levels.*

THE LEARNING SUPPORT DEPARTMENT

Welcome to the Wales High School Learning Support Department. As a Specialist Teaching Assistant, you will be an integral part of our dedicated and inclusive team, working alongside teachers, Inclusion Coordinators and colleagues across curriculum areas to support students with Special Educational Needs and Disabilities (SEND).

Our department is committed to ensuring that every student feels safe, valued and included, with the opportunity to achieve their full potential. We work closely with students, parents and carers, pastoral teams and external agencies to provide personalised support that meets individual needs, while promoting independence, confidence and self-esteem.

As a Specialist Teaching Assistant, your role is vital in removing barriers to learning, supporting access to the curriculum and helping students develop the skills they need to succeed both academically and socially. You will contribute to creating a positive, nurturing learning environment in which students are encouraged to develop resilience, build positive relationships and become increasingly independent learners.

Wales High School also has **The Bridge**, our integrated Autism Resource, which provides a dedicated specialist environment for targeted teaching, intervention and support. Our inclusive approach recognises that every student is unique and we strive to ensure that the right support is available at the right time.

We are committed to the professional development of all colleagues, with regular departmental meetings and a strong focus on continuing professional development (CPD). We value collaboration, reflective practice and the sharing of expertise to continually improve outcomes for our students.

We look forward to welcoming you to our team and working together to make a positive and lasting difference to the lives of the young people we support.

Mrs Zoe Whitaker
Curriculum Lead: Learning Support






SPECIALIST TEACHING ASSISTANT (LEVEL 3)

The role will be based within specific curriculum areas, providing an opportunity to demonstrate your passion for and knowledge of your subject. Responsibilities will include supporting students in the classroom and developing curriculum resources under the guidance of the Head of Department.

We are looking to establish a new team of Specialist Teaching Assistants and welcome applications from candidates across a range of subject areas who are keen to contribute to and further develop our inclusive approach to education.

We welcome applications for the following term-time, permanent posts with a January 2027 start:

Specialist Teaching Assistant (Level 3)
Band E, Pt 7 £14.13 per hour, (i.e. £27274 fte) which equates to £22,425 pro rata
Rising through the spinal points 8, 9 and 10 to Band E, Pt 11 £15.06 per hour,
(i.e. £29071 fte) which equates to £23,903 pro rata

Working 35 hours per week on a term-time only basis:
Monday & Tuesday - 8:15am until 4:00pm
Wednesday & Thursday - 8:20am until 4:00pm
Friday - 8:20am until 3:00pm

We are looking to recruit a team of talented individuals who demonstrate a passion and commitment to supporting and improving students' academic progress in the curriculum. GCSE level qualifications; excellent literacy, numeracy and IT skills are essential.

Applications are welcomed from Teaching Assistants and suitably qualified Graduates for this new exciting curriculum based role.

Mrs Michelle Hartley
SENDCO

SPECIALIST TEACHING ASSISTANT (LEVEL 3) JOB DESCRIPTION

JOB TITLE	Specialist Teaching Assistant (Level 3)
SALARY	Band E, Pt 7
CONTRACT TYPE:	Term-Time / Permanent
REPORTING TO:	Curriculum Lead / Head of Department

JOB PURPOSE

To work under the guidance of Teaching staff or Higher Level Teaching Assistants to implement agreed work programmes with individuals / groups both within and out of the classroom. This may include the use of detailed and specialist knowledge in particular areas and will involve assisting the class teacher in the whole planning cycle and with the management / preparation of resources.

The post holder may also supervise whole classes occasionally during the short-term absence of Teachers, when the primary focus will be to maintain good order and to keep students on task.

DUTIES AND RESPONSIBILITIES

1. Support for Students

- Use specialist (Curricular / Learning) skills / training / experience to support the learning needs of individual students.
- Assist with the development and implementation of plans to support students, including EHCP/s, support plans, student profiles.
- Establish productive working relationships with students, clarifying and explaining instructions, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback for students in relation to progress and achievement.
- Liaise with the SENDCO regularly to review the progress of individual students with SEND and the overall SEND provision in the school.
- Be responsible for the coordination and provision of interventions for named students or groups of students, planning next steps and evaluating the impact of interventions.
- Provide new and ongoing support for individuals or groups of students who may need additional intervention to achieve their personal best.

2. Support for the Teacher

- Work with class teachers to establish and maintain an appropriate learning environment.
- Work with teachers in lesson planning, evaluating and adjusting lesson / work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievements against pre-determined learning activities.
- Provide objective and accurate feedback and reports, as required, to the Teacher, on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, as agreed with the class teacher, contributing to reviews of systems / records as requested.

- Undertake marking of students' work and accurately record achievement / progress.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with school policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with Parents / Carers as agreed with the class teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.
- Administer and assess routine tests and invigilate exams / tests.
- Provide general clerical / administrative support, eg. administer coursework, produce worksheets for agreed activities etc.

3. Support for the Curriculum

- Implement agreed learning activities / teaching programmes over time, suggesting where activities may benefit from adjustment according to student responses / needs.
- Implement local and national learning strategies, eg, Literacy, Numeracy, KS3, KS4 and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Actively support the use of ICT in learning activities and develop students' competence and independence in its use.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

4. Support for the School

- Be prepared to support a Form Tutor and lead morning sessions where the tutor is absent.
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with class teachers, to support achievement and progress of students.
- Attend and participate in relevant meetings as required.
- Actively participate in training and other learning activities as required, disseminating training to colleagues as appropriate.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of students' out of school hours learning activities.
- Supervise students on visits, trips and out of school activities as required.
- Supervise students as part of the Staff Duty Team during social times.
- Act as a point of contact for other professionals as appropriate.

5. General

Postholders will be required to possess the NVQ 3 for Teaching Assistants or an equivalent qualification or experience, together with training in the relevant strategies in a particular curriculum area or area of SEND; Cognition and Learning, Sensory and Physical Needs, Communication and Interaction and SEMH. **Appropriate First Aid training will be required.**

The following knowledge / skills will be required:

- Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation including Professional Standards for Teaching Assistants.
- Be knowledgeable about the four areas of the SEND Code of Practice (cognition and learning, sensory and physical neds, communication and interaction, SEMH).
- Working knowledge of national / foundation stage curriculum and other relevant learning programmes / strategies.
- Understanding of principals of child development and learning processes.
- Ability to relate well to children and adults.

NOTE

This job description is not an exhaustive list of responsibilities of the post. It may be subject to amendment from time to time as deemed necessary by the Headteacher of Wales High School, in order to meet the changing needs of the school as it develops in the future.

SPECIALIST TEACHING ASSISTANT (LEVEL 3) PERSON SPECIFICATION

	CRITERIA	ESSENTIAL / DESIRABLE	
		E	D
1	Supervisory Experience	√	
2	Ability to relate well to children, young people and adults.	√	
3	Good communication skills both verbal and written.	√	
4	Good organisation and planning skills combined with the ability to identify and resolve problems.	√	
5	Positive attitude.	√	
6	Confidence and self-motivation.		√
8	5 A*-C GCSE qualifications or equivalent (including English and Mathematics).	√	
9	NVQ Level 3 Teaching Assistant or equivalent qualifications or experience of working with students with SEND.	√	
10	Knowledge of and compliance with all policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection.	√	
11	General understanding of national / foundation stage curriculum and other relevant learning programmes / strategies.	√	
12	Ability to interpret legislation and statutory guidance relating to SEND practice, escalating to senior colleagues where appropriate.	√	
13	Understanding of child development and learning.	√	
14	Willingness to organise and manage extra-curricular activities and lunchtime clubs, etc.	√	
15	Proven level of literacy / numeracy and ICT skills.	√	
16	Experienced in record keeping.	√	
17	Ability to remain calm under pressure, proactive in seeking solutions and effective problem solving skills.	√	
18	Degree.		√
19	Have a recognised qualification in SEND Practice.		√
20	Previous experience of working in a school.		√
21	Experience of working with students with severe learning difficulties.		√
22	Experience of students with autism.		√

23	Experience of working with students on a one to one basis.		√
24	Have undertaken safeguarding training.		√
25	Excellent interpersonal skills.	√	
26	Commitment to keep up to date with changes in policy / practice.	√	
27	Commitment to displaying best practice.	√	
27	People focused with a friendly, yet professional, and respectful approach - which demonstrates support and mutual respect.	√	
28	Flexibility and willingness to work unsociable hours occasionally.	√	
29	Positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.	√	
30	Well-presented and business-like.		√

HOW TO APPLY

APPLICATION DETAILS

Your application should include a fully completed application form including your personal statement of no more than two sides of A4 detailing how your knowledge, skills and experiences meet the criteria on the person specification.

The closing date for receipt of applications is:

Tuesday 17 November 2026, 9.00am

Please email your completed application, equal opportunities monitoring form and personal statement to vacancies@waleshigh.com.

HOW TO APPLY

Our Wales High School application form can be accessed here.

Our Wales High School Equal Opportunities Monitoring form can be accessed here.

SAFEGUARDING AND SAFER RECRUITMENT

We operate Safer Recruitment and do not accept CV applications. All applicants must complete our application form in full.

Wales High School is committed to safeguarding and promoting the welfare of our children, young people and vulnerable adults. Our policies and practices in relation to safeguarding can be viewed here.

SELECTION PROCESS

The selection process and formal interview will take place at Wales High School on:

Wednesday 25 November 2026

If you would like to discuss the role or arrange a visit to the school, please contact:

Mrs Zoe Whitaker
Curriculum Lead: Learning Support
on 01909 771291 or by email on
vacancies@waleshigh.com

Successful candidates will be required to apply for a disclosure of criminal records check at an enhanced level.

Full details of this post can be found on the Vacancies section of our website, www.waleshigh.com/vacancies/.



LIVING AND WORKING IN SOUTH YORKSHIRE

The school is located in the semi-rural area of Kiveton Park, South Yorkshire, and is easily accessed via the M1/M18 motorway networks and the A57.

The area has strong public transport links to Sheffield, Rotherham, Worksop, Nottingham and Leeds via bus and train.

Just a short drive away is Sheffield, which offers plenty to do both in the city and surrounding areas. Music is a big part of the city, with annual events and festivals. Some of the UK's biggest indie bands emerged from South Yorkshire including Wales High School Alumni, musician, 'Self Esteem'.

You'll also find award-winning theatre, exhibitions, activities and attractions

- Annual Tramlines Festival
- Kelham Island Museum's industrial history
- Sheffield Botanical Gardens



- The Millennium Gallery
- The Yorkshire Wildlife Park
- Wentworth Woodhouse

The Great Outdoors

The Peak District, the UK's fifth largest National Park is just a short bus or car journey from Sheffield. Known as one of the best loved National Parks in the UK, the Peak District offers plenty of things to do such as walking, cycling, camping, horse riding, climbing, caving and more.

Housing

From houses to flats, the cost of living is affordable as compared to other cities. The price range may vary from area to area but South Yorkshire had an overall average price of £198k over the last year.

Wales HIGH SCHOOL

FOUNDED IN 1970



CELEBRATING 50 YEARS OF EXCELLENCE

Wales High School Academy Trust
Storth Lane, Kiveton Park, Sheffield, S26 5QQ

Tel : 01909 771291
Email : contact@waleshigh.com
www.waleshigh.com

@WalesHigh Wales High School Academy Trust