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**JOB DESCRIPTION**

**Job Title:** Teaching Assistant

**Reports to:** TA/SSA Team Leader

**Background**

A Teaching Assistant will provide support to learners on mainstream programmes with learning difficulties and/or disabilities both in the classroom and throughout college. Activities in class may include, note taking for the learner, encouraging the learner to remain focused and on task and to develop the social and emotional skills of the learner according to any social/emotional difficulties. The teaching assistant will implement the relevant support whilst being directed by the subject tutor.

**Overall Responsibilities:**

* To assist the learner in accessing the curriculum
* To assist the learner to achieve their qualification aim
* To assist the learner to become independent learners
* To deliver the support needs of the individual as identified at the support interview

**Main Duties:**

1. To provide in class support on mainstream programmes for students with an identified need as co-ordinated by the Head of Department.
2. To support under the direction of the tutor to support the learning of the learner.
3. To collate and circulate information on disabilities and to ensure availability

to the whole organisation.

1. To agree with the tutor, the role and responsibilities of the Teaching Assistant in the classroom/outside the classroom.
2. To attend meetings and regular reviews with line manager.
3. To keep appropriate records as required by the College e.g. ISP’s, Support Cards, etc
4. To develop the independence of the learner.
5. To develop and monitor the ISP’s of the learners with the tutor.
6. To maintain and update resources available to support learning.
7. To assist tutors with administrative duties related to the additional support of the learner.
8. To be responsible and recognise own developmental needs, to effectively carry out the role of a Teaching Assistant.
9. To act as a mentor for new Teaching Assistants.
10. To give assistance at college functions e.g. open days and inductions.
11. To be responsible for promoting and safeguarding the welfare of children and young persons you are responsible for, or come into contact with.
12. To undertake any other duties of a similar nature and responsibility as directed by the line manager.

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development**

To participate proactively in training and development including qualification development required in the job role.

* **Other duties**

Any other duties as determined by your line Manager.

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# PERSON SPECIFICATION

**Job Title: Teaching Assistant**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * Qualified to Level 3 in a relevant subject. * English and Maths or similar at GCSE grade A-C or equivalent * Level 3 certificate in adult English/maths subject support or equivalent | * Safeguarding training * Equality and diversity training * ECDL or ITQ Level 2 or equivalent * First Aid Certificate * Certificate in Manual Handling * L5 Certificate in Additional Needs |
| **Knowledge/ Experience** | * Working knowledge of Learner Support post 16 * Experience of providing support to individuals in an educational or care setting * Experience of working with students with learning difficulties and/or disabilities * An understanding of working with a wide age range of learners * Good working knowledge of IT including Microsoft Word, Excel, Outlook * Evidence of high performance in previous roles/jobs * Experience of working effectively with people from diverse backgrounds * Evidence of understanding how to promote equality and diversity within the job role | * Experience of working effectively in a customer focussed environment |
| **Skills/Abilities** | * Good administrative skills, with the ability to maintain accurate, up-to-date records * Ability to work on own initiative and as part of a team * Ability to provide support and mentor new team members * Good organisational and time management skills * Ability consistently to support a high quality learning experience for all students * Ability consistently to create to a welcoming and supportive environment for students and/or customers * Ability to work in line with our Values of   Student Focus  High Performance  Respect, Openness, Honesty  and explain how this relates to the job role   * Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution * Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times * Ability to communicate effectively and confidently face to face, on the telephone and in writing |  |
| **Special Requirements** | * Supportive and approachable * A calm and logical approach to work * Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns * Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults * Willingness continuously to update skills and knowledge * Flexible approach to work and working times * Willingness to work at all locations where Bedford College provides a service * Awareness of health and safety requirements relevant to the job |  |

**April 2019**