**Teaching Assistant (Level 1): Specialist Provision**

**Job Description**

**Salary:** Spinal Range 12-15 (£16,793 to £18,352 pa FTE)

**Responsible to:**  Learning Area Lead

**Responsible for:** No line management responsibilities

**PURPOSE:**

* Under the direction of teaching staff / managers, to assist with the care of individual or groups of students, to support their learning and development and ensure their safety.

**KEY ACCOUNTABILITIES AND RESPONSIBILITY FOR RESULTS**

***This schedule of duties is not exhaustive, and the job holder may be required to perform duties not listed, to suit the reasonable operational requirements of the College and as directed by their Line Manager*.**

**Support for Students**

* To attend to the educational, personal and social needs of students and any other requirements depending on the student's special needs and, wherever possible, make these part of the learning experience. This may include toileting, other hygiene needs, help with dressing and / or assisting with feeding if necessary.
* Under agreed college procedures, to give first aid / medicine where necessary
* To promote and support the inclusion of all students in the learning activities in which they are involved.
* Whilst there may be a specific requirement to support a named student or students with a Statement of Special Educational Needs, support to other students may also be required, at the direction of the Learning Area Lead and / or Manager.
* To assist with preparation for college visits and the supervision of students on such visits, as directed by the tutor.

**Support for Tutors**

* To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio / visual and ICT equipment, bearing in mind the efficient use of college resources (this may include photocopying, arranging displays of work, etc)
* To assist tutors with educational activities in the classroom to support students' learning and development.
* To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience
* To assist with record-keeping on students as required, including information on student's progress.
* To assist the class tutor in delivering Education, Health & Care Plans (EHCP) as necessary.

**Support for the College**

* To work effectively with colleagues as part of a team; at all times working within the college's policies and procedures.
* To assist in the general efficient operation of the college, including providing cover for other support staff where necessary and as directed by the Learning Area Lead / Manager / EHCP Co-ordinator.
* To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
* To maintain confidentiality at all times in respect of college-related matters and to prevent disclosure of confidential or sensitive information.
* To undertake tasks of a similar nature and level, as directed by the Learning Area Lead / Manager / EHCP Co-ordinator.

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# **Person Specification**

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| **Qualifications** | **Essential /Desirable** |
| * Educated to GCSE level in relevant subjects | Desirable |
| * GCSE or equivalent in Maths and English | Desirable |
| * NVQ Level 2 in relevant subject | Desirable |
| * First aid trained, or willing to train as a first aider | Desirable |

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| **Experience** | **Essential /Desirable** |
| * Previous experience of working with young people (including raising own children or voluntary work) | Essential |
| * Experience of working in an educational setting | Desirable |

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| **Skills / Knowledge / Aptitude** | **Essential /Desirable** |
| * Understanding the needs of young people in an educational setting | Essential |
| * Ability to work collaboratively with others | Essential |
| * Basic IT skills, or willingness to acquire basic IT skills | Essential |
| * Ability in the use of IT in a classroom setting | Desirable |
| * Willingness to be flexible | Essential |
| * Commitment to equality, diversity and inclusion | Essential |
| * Ability to meet the physical needs of the students * Ability to develop strategies to support behaviour * Knowledge to be able support learners with SEMH | Essential  Essential |

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| **Professional Development** | **Essential /Desirable** |
| * Willingness to undertake appropriate training | Essential |

**Criminal Records Bureau check**

This post is subject to an enhanced DBS check.