

Job Description

Details of the job

Post title:	Teaching Assistant
Salary grade:	Grade D
Hours:	Various, according to course
Location:	Various, according to course
Reports to:	Curriculum Manager – Learner Support
Service area:	Public Health & Wellbeing – Adult Learning Service

Overall purpose of the post

1. To support adults in group learning environments (face to face and online). Directed and supported by the Learner Support Advisor you will play a key role in enabling learners with additional needs to participate and engage in learning.

Principal responsibilities

1. Works under supervision/guidance enabling access to learning, including any additional needs
2. Interact with colleagues, learners, carers, other educational professionals. Attend staff meetings and training as appropriate
3. Assist learners within the class, individually or in small groups (sometimes outside the classroom) in the completion and adjustment of a wide range of pre-defined learning, care and support activities to meet the individual needs
4. Provide specific support in the virtual delivery of the mental health/LLDD programme
5. Supervise and support learners in the learning environment, including more in-depth support for those with additional needs, to promote independence, self-reliance, inclusion and acceptance
6. Support, as appropriate, on trips and visits as part of extended learning opportunities

7. Create and maintain a purposeful, orderly and supportive environment in accordance with session plans and assist in the display of learners' work to support learning activities
8. Prepare, maintain and use equipment and resources to support session plans/learning activities to meet the needs of learners and the curriculum
9. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. Demonstrate working knowledge of a person centred approach
10. Ensure that reasonable care is always taken for the health, safety and welfare of yourself and others, and comply with the policies and procedures relating to health and safety within the service
11. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

Post Title:	Teaching Assistant
Grade	GRADE D
Service Area:	Public Health & Wellbeing – Adult Learning Service

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Appropriate Literacy & Numeracy Skills NVQ level 2 or equivalent</p> <p>OR</p> <p>Proven experience of working with, or caring for, adults and professional development (CPD) activities within a similar role</p>	<p>GCSE grade A-C in English and Maths (or equivalent)</p> <p>Proven experience of working with adults living with physical disabilities/mental ill health/learning difficulties or disabilities and /or social Disadvantage</p> <p>Basic knowledge of physical and mental health first aid</p>
Experience and Knowledge	<p>General practical understanding of teaching and learning methods appropriate to learners</p> <p>Recent relevant experience in supporting learners in a learning environment</p> <p>Good level of data protection and confidentiality awareness</p>	<p>General understanding of the Education Inspection Framework (EIF)</p> <p>Experience of working with adults from diverse backgrounds</p>



ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and Skills	<p>Build and maintain positive constructive working relationships with learners</p> <p>Build and maintain positive constructive relationships with tutors, managers and partners and other agencies to maximise learners' development</p> <p>Ability to work flexibly</p> <p>Ability to travel freely from base to base</p> <p>Appropriate level of IT and key board skills</p> <p>Willingness and enthusiasm to undertake relevant training to support the job role</p>	<p>Ability to converse in communication methods such as Makaton, BSL</p> <p>Good level of spoken languages other than English</p>



Health & Safety and Safeguarding	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p> <p>Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.</p> <p>A duty of care to ensure that concerns about abuse of children and vulnerable adults are raised in line with The Adult Learning Safeguarding policy and procedures. As such, you have a responsibility to act on your concerns.</p>	
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