

## Job Description

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Higher Level Teaching Assistant	
<b>Reports to:</b>		Deputy Head of Pastoral	
<b>Job Grade</b>	LEG A	<b>Department</b>	Enterprise and Employability

### ROLE SUMMARY:

To provide classroom support and assist students in accessing the curriculum.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Teaching Assistants are appointed to work with students as part of a team under the direction of the line manager and the supervision of a competent or qualified member of staff.
2. To work with other staff to enable students to access the curriculum.
3. The post holder will also perform other related practical duties to support learning.
4. Post holder can provide short-term cover for whole classes under the direction of a competent or qualified member of staff.

### GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

**Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Higher Level Teaching Assistant
<b>Department</b>	Enterprise and Employability

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Good standard of education particularly literacy and numeracy skills to level 2/GCSE grade a-c In English and Mathematics.	A
D	Q2. Completion of Level 2 for Teaching Assistants or equivalent qualification or experience or preparing to teach in the lifelong learning sector Level 3.	A / I
D	Q3. Good IT literacy.	A / T

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Experience in providing support to students in a classroom environment.	A / I
D	EK2. Experience in supporting and differentiating the relevant aspects of the curriculum for individuals and small groups.	A / I

E	EK3. Experience in developing and maintaining positive relationships with students.	A / I
E	EK4. Positive behaviour management.	A / I
D	EK5. Use of basic office equipment e.g. photocopier.	A / I
E	EK6. Knowledge and understanding of the education process, and current government initiatives.	A / I
E	EK7. Knowledge of the Ofsted framework relevant to colleges.	A / I
D	EK8. Detailed knowledge of college policies and procedures in relation to teaching learning and assessment.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Team worker – able to work positively with others as part of the team.	A / I
E	SC2. Basic mentoring skills.	A / I
E	SC3. Time management skills and the need to maximise identified learning by ensuring that educational programmes are maintained at all times in accordance with the class teacher's direction.	A / I / T
D	SC4. Creativity and ability to develop engaging displays and learning resources.	A / I
E	SC5. Routine administrative, practical, and ICT skills.	A / T
E	SC6. Ability to engage and motivate students to achieve their potential.	A
E	SC7. Good communication and interpersonal skills.	I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I

E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I