

Luminate

EDUCATION GROUP

Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	Higher Level Teaching Assistant
Job Title:	Higher Level Teaching Assistant
Reports to:	Deputy Head of Pastoral
Grade	LC3
Date of compilation:	September 2023

ROLE SUMMARY:

The School of Events, Enterprise and Employability offers a wide range of study programmes and apprenticeship opportunities to both 16-18 and 19+ learners who are looking to pursue a career in Events, Marketing, Customer Service and Business sustainability. Our course offers range from Level 1, for learners who may be applying to college with limited previous experience of qualifications through to Level 3 Extended programmes of study which enable students to progress to higher education or supervisory positions within industry.

The School of Events, Enterprise and Employability is seeking a higher level teaching assistant to provide classroom support and assist students in accessing the curriculum. The ideal candidate will have experience working with students in a classroom setting, strong communication and interpersonal skills, and the ability to develop positive relationships with students. The role requires someone passionate about student success, with a solid understanding of the education process and government initiatives. The ability to manage classroom behaviors and promote a safe, inclusive environment is essential. Candidates should be team players, able to work collaboratively with colleagues while demonstrating initiative and time management skills. We seek candidates who are excited to make a difference in our students' lives through individualised instruction, mentoring, and modeling professional standards. If you are committed to helping each student reach their full potential, we encourage you to apply.

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 our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

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

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

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

Job Title:	Higher Level Teaching Assistant
Department	Events, 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