

## Job Description

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Teaching Assistant	
<b>Reports to:</b>		Deputy-Head and Programme Managers of Department	
<b>Job Grade</b>	RLW	<b>Department</b>	Adult, Community & ESOL

### ROLE SUMMARY:

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 qualified member of staff. They collaborate with other staff to enable students to access the curriculum. The post holder will also perform additional practical duties to support learning. The post holder may provide short-term cover for entire classes under the guidance of a qualified member of staff.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Develop an understanding of the specific needs of the students to be supported taking into account the type of support involved.
2. Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
3. Observes individuals and groups of students' personal, social and learning achievements. Maintains appropriate records, monitor progression and attainment and provides reports and information to inform and support the assessment process.
4. Organises and undertakes activities with either individuals or small groups of students to facilitate their emotional and educational development to enable their full potential to be reached.
5. Ability to participate in evening/weekend work as required.

### CORE RESPONSIBILITIES:

1. Monitor students conduct and behaviour throughout the learning process and intervene to resolve routine issues using appropriate techniques and skills to de-escalate potential difficult situations or resolve simple conflict with individual and groups to establish and maintain a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of students, staff and visitors.
2. Assists students where appropriate in the proper use of learning aides and equipment and to ensure that they are available.

3. Liaise with the class teacher, and /or any external support teacher about individual learning plans (ILPs), promonitor records and student progress.
4. Carrying out routine administrative tasks i.e. photocopying, basic record keeping, and basic IT skill.
5. Assisting with the development of appropriate resources to support learning.
6. Assisting in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation, and the use of ICT.
7. Providing regular feedback about students to the teacher and other colleagues suggesting alternative methods of differentiation that respond to identified needs.
8. Preparing and clearing up classroom materials and learning areas ensuring that they are available for use.
9. Assisting in the presentation of displays to enhance the learning experience and celebrate the achievements of students.
10. Participates in and supports educational visits and outings to enhance the learning experience which may include responsibility for a small group.
11. Attends training courses to support and contribute to ongoing professional development.
12. Attends staff meetings to maintain an awareness and understanding of current issues within the college and to provide and receive information and contribute to discussions.
13. Provides pastoral care for students.
14. Carry out assessments of learners needs and complete relevant documentation including tracking through promonitor to ensure that support can be claimed through the ALS budget.
15. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
16. Compliance with all College policies and procedures.
17. Comply with all legislative and regulatory requirements.
18. To promote a positive image of the College.
19. Any other duties commensurate with the level of the post, which may be required from time to time.
20. Any other duties that are specific to the department.
21. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

#### **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*

#### **Enjoyment**

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

#### **Passion**

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

#### **Ownership**

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

#### **Collaborative**

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

#### **Creative**

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

## Person Specification

<b>Job Title:</b>	Teaching Assistant
-------------------	--------------------

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 is 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	QA1. Good standard of education particularly literacy and numeracy skills to level 2/GCSE grade a-c In English and Mathematics	A
D	QA2. 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	QA3. Good IT literacy	A / T

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of developing and maintaining positive relationships with students	A / I
E	EK2. Positive behaviour management	A / I
E	EK3. Knowledge and understanding of the education process, and current government initiatives	A / I

E	EK4. Knowledge of the Ofsted framework relevant to colleges	A / I
D	EK5. Experience of providing support to students in a classroom environment	A / I
D	EK6. Experience of supporting and differentiating the relevant aspects of the curriculum to individuals and small groups	A / I
D	EK7. Use of basic office equipment e.g. photocopier	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. Basis 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
E	SC4. Routine administrative, practical and ICT skills	A / T
E	SC5. Ability to engage and motivate students to achieve their potential	A
E	SC6. Good communication and interpersonal skills	I
E	SC7. Team worker – able to work positively with others as part of the team.	A / I
E	SC8. Basis mentoring skills	A / I
E	SC9. Time management skills and the need to maximise identified learning by ensuring that educational programmes are maintained at all	A / I / T

	times in accordance with the class teacher's direction	
E	SC10. Routine administrative, practical and ICT skills	A / T
D	SC11. Creativity and ability to develop engaging displays and learning resources	A / 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