

- Main purpose of job:** Working under the direction and supervision of the teaching staff and manager to provide learning support for young people who have learning difficulties and disabilities.
- Responsible to:** Education Manager, Study Programme
- Hours:** 37 ½ per week for 38 weeks (term time only)
- Salary:** £12.15 per hour plus holiday pay
- Conditions:** Swarthmore conditions apply.

The post holder will be expected to carry out her / his duties in the context of the Centre's Equal Opportunities Policy and Health & Safety guidelines.

### **Key Responsibilities**

- To establish productive and positive working relationships with learners, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all learners.
- To assist the tutor in establishing an appropriate learning environment.
- To assist the tutor in lesson planning, evaluating, and adjusting lessons/work plans as appropriate.
- To assist the tutor to monitor and evaluate learner responses to learning activities.
- To support learners consistently whilst recognising and responding to their individual needs.
- To assist the tutor to encourage learners to interact and work co-operatively with others and engage in activities.
- To support the development of English, Maths, IT, Employability and life skills.
- To support work experience placements under the supervision of progression team and manager.
- To promote positive values, attitudes and behaviour.
- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To provide general clerical/administrative support as required by tutor or manager e.g. photocopying, laminating etc.
- To attend and participate in training and meetings as appropriate.

### **Other**

- To participate in professional training and development activities as agreed with the line manager and take responsibility for their own personal development as a teaching assistant.
- To liaise with other members of staff as appropriate.
- It is expected that hours worked will be worked at Swarthmore, or at an alternative location eg a community venue defined by Swarthmore, throughout the year.
- Some evening work or weekend work may be included.

## Qualifications & Experience

Criteria	Essential	Desirable
Good standard of general education – including a qualification in English and Maths at Level 2 or equivalent	x	
Confident and competent with basic IT skills – including email and internet	x	
Previous paid or unpaid work in a supportive learning environment	x	

## Skills

Criteria	Essential	Desirable
Enthusiasm and skills for supporting young people 16-25 with learning and /or behaviour difficulties/disabilities	x	
Ability to respond effectively to changing demands of an innovative learning environment	x	
Ability to enable learners to develop confidence and genuinely make their own decisions.	x	
Ability to encourage learners to explore different activities and ways of learning in order to realise their full potential	x	

## Personal characteristics

Criteria	Essential	Desirable
Commitment to the rights of people with learning disabilities, autism and mental health issues to participate fully as equal members of society	x	
Willingness to work within all aspects of the programme as needed	x	
Confident and positive	x	
Thrives on variety and change	x	
Able to adapt and respond to unexpected events	x	
Able to maintain a realistic balance amongst multiple conflicting priorities	x	
Friendly and professional manner	x	
Highly motivated and committed to working as part of a team	x	
Diplomatic and discrete with an understanding of confidentiality and safeguarding, and the ability to exercise good judgement in a variety of situations	x	
Understanding of and commitment to the work and ethos of Swarthmore	x	