



## TEACHING ASSISTANT – STUDY PROGRAMME – MATERNITY COVER JOB DESCRIPTION

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### **Responsible to:**

- Class Tutor, Job Coach and Curriculum Manager

### **Main Purpose of the Job**

- Working under the guidance of the Tutor and/or Job Coach to support the Study Programme – a course for young people (16-25 years of age) with learning difficulties and disabilities

### **Hours of Work**

- Monday to Friday
- 37½ hours per week for 36 weeks (term time only)
- Maternity cover starting 15th May 2020

### **Pay**

- £12,339 per annum - *excludes holiday pay*

### **Main Functions**

- To assist the Tutor in establishing an appropriate learning environment
- To assist the Tutor to monitor and evaluate student responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To establish productive working relationships with students, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all students
- To support students consistently whilst recognising and responding to their individual needs
- To assist the Tutor to encourage students to interact and work co-operatively with others and engage in activities
- To support the development of English, Maths, IT and employability skills and the transition to adulthood
- To support work experience placements under the supervision of the job coach and course tutors
- 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 and any other practical support as required by the Tutor eg photocopying, laminating, etc
- To attend and participate in training and meetings as appropriate
- To carry out all duties in accordance with the Centre's Equal Opportunities Policy

**NB** – At all times the Teaching Assistant role is carried out under the direction and supervision of the course Tutor

This Job Description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties as may be reasonably expected.

## TEACHING ASSISTANT – STUDY PROGRAMME PERSON SPECIFICATION

<p><b>Academic Skills – Essential</b></p> <p>Good standard of general education – including a qualification in English and Maths at Level 2 or equivalent</p>	<p><b>How Assessed</b></p> <p>Application Form / Internal Expression of Interest Form / Interview</p>
<p><b>Experience – Desirable</b></p> <p>Experience of working with young people (16-25) in a supportive learning environment</p>	<p><b>How Assessed</b></p> <p>Application Form / Internal Expression of Interest Form / Interview / Reference</p>
<p><b>Personal Qualities</b></p> <p>Enthusiasm for education and a creative approach to the development of confidence and skills</p> <p>Interest and enthusiasm in supporting the education of young people who have significant learning and developmental needs</p> <p>Willingness to work in a flexible and adaptive way under the direction of the course Tutor and Curriculum Manager</p> <p>Ability to show interest and respect for people of all ages and abilities and to promote positive values, attitudes and behaviour</p> <p>Commitment to promoting the inclusion and acceptance of all students within a commitment to equality of opportunity</p> <p>A positive approach / can-do attitude towards the demands of a challenging work environment</p>	<p><b>How Assessed</b></p> <p>Application Form / Internal Expression of Interest Form / Interview / Reference</p>