

College of Haringey, Enfield and North East London Job Description and Person Specification

Post:	KS4 Teaching Assistant
Contract:	Part Time
Hours:	30 hours per week.
Reporting to:	Curriculum Manager for KS4
Responsible for:	Supporting the lecturer in the delivery of KS4 classes.
Salary:	£27,986 per annum (pro rata)

Key Purpose

To support access to learning for learners; work alongside teachers in the management of learners' social interaction and achievement, while ensuring the learners' safety at all times.

Main Duties and Responsibilities

Support for the Learner

- 1 Work as directed within either designated groups of learners or supporting an individual to access learning
- 2 Comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the appropriate person
- 3 Establish good relationships with learners, acting as a role model, and being aware of and responding appropriately to individual needs.
- 4 Help learners to organise themselves and encourage learners to act independently as appropriate.
- 5 Ensure the learner is able to use equipment and materials safely.
- 6 Help learners to understand and comply with College procedures on discipline and codes of conduct.
- 7 Keep learners on task and prompt appropriate behaviour both in and out of class.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.

- To carry out his/her duties at all times with due regard to the Group's policies, including R002503 Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).
4. Be involved in the setting and reviewing of learner targets and report to the teacher on progress and achievement as agreed.
5. Support the work of curriculum teams in monitoring learner behaviour, reporting difficulties, absences etc as appropriate.
6. Work with learners in using basic ICT as directed.
7. Have a good standard of literacy and numeracy, to enable support in level 2 achievements for learners in Maths and English.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A good general level of education with GCSE English and Maths to C or above.	X	
	To have a first aid qualification or a willingness to undertake the qualification within the probation period	X	
		X	
Knowledge / Experience	Experience of working with learners with learning/behavioural difficulties aged between 14-16	X	
	Understanding of child protection, health and safety and other relevant codes of practice.	X	
	Ability to self-evaluate learning needs and actively seek learning opportunities.	X	
		X	
Skills / Abilities	Ability to work as part of a team and on own initiative.	X	
	To have excellent communication skills.	X	
	Ability to provide learning support for students.	X	
	Ability to build good working relationships with a range of colleagues	X	
	Ability to work calmly and with patience.	X	
	Responsible and proactive approach to situations	X	
SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS	An understanding of and commitment to safeguarding young people and vulnerable adults. Motivation to work with children/young people/Vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults Emotional resilience in working with challenging behaviours attitudes to use of authority and maintaining discipline	X	