

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Teaching Assistant
Job Ref No:	REQ000142
Contract Type:	Permanent
Hours per week:	36½
Term-time only:	Yes, 38 weeks
T&Cs:	Business Support
Band:	C
Salary:	£18,000 - £20,000 pro-rata per annum (actual salary: £15,129 - £16,910 per annum)
Location:	South & City College Birmingham* *Post-holders can be required to work at any College Centre
Responsible to:	Deputy/Assistant Director, Student Services

Aims of Job/Job Purpose

The main purpose of this post is to work alongside teaching staff to support the teaching and learning process to help learners complete their chosen course of study successfully and to

- Foster the participation of students in the social and academic processes of the College.
- Seek to enable students to become more independent learners

Key Accountabilities and Responsibilities

- To provide in-class support to learners.
- To complete relevant documentation/systems to track and monitor progress as required by the college.
- Support and maintain effective working relationships with learners and liaise with tutors and other relevant staff to ensure that support is appropriate
- Work with tutors to identify individual learning needs.
- Work with learners and tutors to set and agree individual targets as part of their individual support plan.
- Where necessary, carry out further assessments of students.
- Contribute towards Personal Education and Education, Health and Care Plans
- Monitor and review learner's progress regularly and amend targets as necessary.

- Modify teaching materials to meet individual learner needs.
- As required make referrals internally in response to learners emerging needs i.e. careers, welfare etc.
- Provide feedback to learners and tutors on progress at key stages in the learning process
- Attend meetings at the request of your line manager to ensure efficient communication with the College.
- Assist in the College's recruitment and enrolment process and contribute to advice and guidance processes.

Other Duties and Responsibilities

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Be qualified to level 3	√		Application Form Interview
Hold a Teaching Assistant Qualification, minimum of level 2	√		Application Form Interview
Hold a level 2 or above in English (Literacy) eg Adult Literacy, GCSE A-C and hold a level 2 or above in Maths (Numeracy) eg Adult Numeracy GCSE A-C, or be able to demonstrate the skills at that level	√		Application Form Interview Test
Experience of supporting learners with learning difficulties/disabilities in an post 14 educational environment	√		Application Form Interview
Good interpersonal skills	√		Application Form Interview
Excellent communication skills	√		Application Form Interview
Ability to encourage and motivate learners to succeed	√		Application Form Interview
Have a good understanding of individual learner needs	√		Application Form Interview
Excellent administrative and organisational skills	√		Application Form Interview
Good IT skills to include Microsoft Office packages and Management Information Systems	√		Application Form Interview Test
Experience of working within a team	√		Application Form Interview
Ability to work flexibly and use own initiative	√		Application Form Interview
Experience of working to pressure and tight deadlines	√		Application Form Interview