



### **Job Description**

<b>Title:</b>	<b>Teaching Assistants including Language Assistants</b>
<b>Responsible to:</b>	<b>Heads of Section</b>
<b>Responsible for:</b>	<b>Providing assistance, individually and as part of a team, for supporting students</b>

The post-holder will work under the direction of the Head of Section but may carry out tasks above with or without immediate direction and/or teacher presence.

### **Post Description**

- To work inside or outside of the classroom either in college, Jameson Mews and our Outreach Centres as required to provide assistance to specific groups of students in order to enable them to gain maximum benefit from the main programme of study.
- To work in the Study Centre or the 'monitored study' provision as required.
- To provide one to one support in the breakout areas with students as required
- To work with specific students as required including students with additional needs
- To act as cover supervisors in the absence of teaching staff.
- To carry out staff presence during break times and lunch breaks as set.

### **Main tasks**

Tasks are related to the specific needs of a group of students or the needs of an individual student. Responsibilities are collective and specific but are likely to include:

1. Actively assisting teaching staff in the planning and delivery of educational work programmes for individuals, groups and whole classes as appropriate.
2. Actively assisting students with their programmes of study, working in collaboration with teaching staff, where applicable.
3. Assisting teaching staff with the management of general learning support needs presented by students.
4. Assist in the preparation of display materials and learning aids for students in conjunction with teaching staff; undertake simple repair and maintenance and clean and tidy up after use.
5. Working flexibly to meet the needs of students and the pattern of the College year.
6. Assisting with the links and liaison between Sections, the Curriculum and the Study Centre.
7. Support students with personal care needs as required including toileting and administering medicines.
8. Taking referrals from students and/or staff to establish their support needs and set up suitable support arrangements in liaison with teaching staff as appropriate.

9. Performing administrative duties relating to the area of responsibility including the completion and monitoring of Individual Learning Plans (ILPs) as required by the Learning Support Co-ordinator.
10. Act as cover supervisors for classes in the absence of the teacher by:
  - Outlining work set by teaching staff
  - Supervising students undertaking the work set
  - Supporting students as required
  - Taking the register as required by the College
  - Reporting to the Course Manager or Head of Section on the performance of the class.
11. To assist in the supervision of students outside the classroom during breaks/lunch including outside areas and refectory.
12. To support teaching staff on educational visits as required.
13. To carry out simple first aid as required.
14. Working with the Learning Resource Centre and Study Centre if required to provide learning support.
15. Working with all other College Services as appropriate.
16. To undertake appropriate training in relation to the post including an NVQ3 in Teaching Assistants (unless already awarded).
17. To take part in team/section meetings.
18. To carry out invigilation during examination periods under the direction of the Examinations Officer – and particularly post May half term.

### **General**

- To follow college policy in the management of Health and Safety in all aspects of your work, including a pro-active approach to Risk Assessment for all your duties.
- Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice, and using this knowledge to review college policies and procedures.
- Follow good practice and college policy in all aspects of the work and in the management of staff and resources. The post-holder will show an awareness of, and compliance with, all college policies and procedures, but particularly those relating to Health & Safety and Equal Opportunities.
- Undertake any reasonable task at the request of the Principal or designated Deputy.

**This job description can be amended and updated on a regular basis by management.**

**June 2018**