Newton Abbot College

Imagine what's possible ...

Job Description

Job Title: Temporary Assistant Learning Coach

Salary Grade: Scale 1

Contract Type: Fixed Term. Term Time, 39 weeks per annum

Working Hours: 1098 hours per annum, worked over 39 weeks

Responsible to: Head of DSEN

Role Description

To support the classroom teacher with their responsibility for the development and education of children in the College by providing basic supervision and care skills to all children including those who have special physical, education and emotional needs. All the duties listed below to be under the direction, control and supervision of the classroom teacher or designated supervisor.

As a key member of the support team to work collaboratively with colleagues to achieve the College's objectives.

Job Description

- To prepare for and supervise the activities of the individual or groups of children to ensure their general safety and welfare and to facilitate their development in line with the designated duties of the post and only under the direction of the class teacher.
- To undertake activities necessary to meet the physical and emotional needs of individuals and groups of children.
- To be aware of individual student's problems and progress and report these to the classroom teacher or designated supervisor when requested or necessary.
- To assist in the planning and evaluation of educational work programmes to include participating in basic learning activities e.g. Literacy, Numeracy, Technology, ICT.
- To develop own effectiveness in a support role and attend training courses/events as required. (n.b. time deducted from contracted hours or paid as additional hours where necessary).
- To develop skills necessary to work effectively with special needs children.
- To carry out clerical duties linked to the post holder's duties e.g. record keeping related to students with special needs and contributing to student reviews.
- To maintain working relationships within the team.
- To assist where required in the supervision of children within contracted hours.
- To have an awareness of a child's welfare needs and the appropriate action needed to be taken.

- To assist in escorting students to and from school transport as necessary within contracted hours.
- In an emergency, to accompany a child or children to hospital or designated surgery when requested to by the Principal or designated representative. There must always be a minimum of two adults. Under no circumstances should a private vehicle be used without properly maintained relevant car insurance, including third party and personal insurance element.

Support team

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

Other Duties

- To follow the College's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities.
- To comply with the College's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Principal.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Annual Leave

Annual leave will be taken during college holidays.

Signed: …….. Date: ……..
Principal

Signed: …….. Date: ……..

Newton Abbot College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.