

Job Title:	Teaching Assistant
Location:	Newham
Contract type:	1 year fixed term
Hours:	31 hours/week; Term time only plus 1 week (Mon-Thu 08:30 to 15:30 & Fri 08:30 – 13:30 40 weeks/year)
Salary:	S3 to S11 Pro-rata £22,608 - £26,076, Actual £16,838 - £19,421
Job start:	October 2021 or sooner

## Core Purpose:

We are seeking to employ a full time Teaching Assistant. To act as a key link between all aspects of the wider curriculum, whilst working with students and teachers to ensure that the curriculum is holistic, personalised and fully compliant with all National Curriculum requirements.

This is a non-teaching role, though applications are encouraged from those with teaching experience, as well as those without.

## Key Responsibilities:

- Set high expectations for learners
- Support learners to develop their knowledge
- Support learners in Literacy and Numeracy skills
- Support learners in and out of the classroom
- Support learners to have high aspirations
- Support learners to love learning
- Support learners' learning opportunities, beyond the classroom including supporting their career aspirations
- Set learners challenging targets
- Be a successful role model for learners
- Support learners to learn in a safe environment
- Generate positive attitudes and behaviours
- Support learners to be responsible for their learning
- Demonstrate a firm but fair approach to learners
- Deal with behaviour in line with college policies
- Lead by example by having excellent attendance
- Treat others with dignity and respect
- Support outstanding attainment and progress
- Share success with learners
- Praise the achievement of learners
- Understand how you contribute to student outcomes
- Effectively safeguard students
- Support in the differentiation of in class material
- Be aware of how learners learn and difficulties they might have
- Be aware of how to cater for Pupil Premium, SEN and EAL students
- Demonstrate positive behaviours to learners
- Undertake before college, break, lunchtime and after college supervision duties
- Make and contribute to the college ethos

## Comply with Health and Safety Requirements

- Know and abide by the Health and Safety Rules within the UTC.

## Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the School's Equality and Diversity policies as applicable to the role.

## Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the School's Safeguarding policies and procedures as applicable to the role.

## Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

## Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the School. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

## How to apply

To apply for this position please download and complete an LDE UTC application form from our website, once complete this can then be uploaded to our website using the link below. Please ensure that all required details are completed. Applicants missing key information will not be called for interview.

All applications must be uploaded to the LDE UTC website: [www.ldeutc.co.uk/apply/staff-vacancies.aspx](http://www.ldeutc.co.uk/apply/staff-vacancies.aspx)

No CVs will be accepted.

## Timings

Due to the success of recruiting new learners this September, we have a number of Teaching Assistant posts available to start as soon as possible. The job advert will close on Wednesday 22<sup>nd</sup> September 2021 at 9am, however applicants are encouraged to apply earlier and successfully shortlisted candidates will be invited for interview on an on-going basis. We reserve the right to close the vacancy early if all posts have been filled.

Candidates are welcome to contact LDE UTC for an informal discussion with Brooke Holdgate, HR Manager. You can contact Brooke on 0203 019 7315.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

## Commencement

The post will commence after October half term or sooner.