

**EDUCATION
FOR
INDUSTRY
GROUP**

JOB DESCRIPTION PACK 2024

TEACHING ASSISTANT

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CAREER
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[JOBS AT THE EFI](#)





Job Title:	Teaching Assistant
Division:	Education for Industry Group (EFI)
Level:	Teaching Support
Accountable to:	Head of Learning Progression
Key relationships:	Students, Student Services Team, Programme Managers, Group Leads, Associate Lecturers, IT and Facilities Team, Curriculum Admin and Support Staff Teams.
Grade:	Teaching Support Grade
Hours:	Fixed-Term Contract Hours as contracted: 0.925FTE - 39 hours per week (8.30am-5.30pm), Monday - Friday, Term Time Only
Location	Electra House - London, Moorgate EC2M 6SQ

About Education for Industry Group (EFI)

Education for Industry Group (EFI) is a charity that specialises in the creation and operation of industry-led specialist education & training, and its full ecosystem to deliver highly-skilled, job-ready graduates to the sectors it serves. With a mission to transform lives, careers and industry through the creation and delivery of specialist education and training.

Our brands are united by a common goal to create and deliver outstanding vocational and academic education in partnership with industry, each division operates independently while accessing centralised functions across Marketing, Finance, Operations and Student Services.

Our current brands include:

	Born out of the industry in 2005 we are an Ofsted Outstanding specialist industry-led college that forecasts and meets the talent pipeline needs of fashion and retail industry.
	Created in 1997 and acquired by EFI Group in 2024, we are an Ofsted Good specialist college that meets the talent need of the beauty industry.
	Specialist workforce development training provider offering customisable in-service training and development including Apprenticeships. Ofsted Outstanding.
	Founded in 2019 we are End Point Assessment and qualification development specialists.

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Updated October 2024

Education For Industry was established in 2024 with a clear-cut objective: to reshape lives, careers, and industries through specialised educational training. Our belief is rooted in the notion that industry-specific education fosters seamless connections between individuals and businesses, driving efficiency like no other.

With a proud alumni network exceeding 20,000 graduates across various sectors including fashion, retail, beauty, and hairdressing, we've been instrumental in nurturing top-tier talent. Our partnerships with esteemed brands ensure that our curriculum is enriched with real-world industry insights, enhancing the learning experience.

At Education for Industry, we are staunch advocates of inclusive education, firmly believing that everyone deserves access to opportunities, irrespective of background or circumstances. We are committed to breaking down barriers, promoting equality, and ensuring fair access for all students. Our core mission revolves around enhancing student engagement, retention, and progression, driving us forward with unwavering dedication.

About the role

The Teaching Assistant role is key in ensuring the provision of a professional, high quality, effective and efficient learning support to students undertaking our qualifications from Level 2 – Level 4.

The role will significantly contribute to the day-to-day support for students in their learning, a key component will be the support in facilitation of Group Leads in delivery within the classroom. The ability to communicate effectively with young people and adult learners is essential as is a working knowledge of the fashion business and experience facilitating learning. The post holder will be one of the first aid team at EFI Group.

The post holder will have a high commitment to supporting learning, as well as a flexible and multi-skilled approach. Team working and an ability to support learning and development of students regardless of their starting points are important aspects of the role. The post holder is expected to support academic colleagues to deliver learning and to develop and maintain good working environments. The post holder is also required to be flexible in their approach to duties depending upon patterns of need in teaching. The role will be varied and change daily to reflect curriculum need. Training in the use of specialist equipment / resources will be provided if necessary.

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Updated October 2024

Key Accountabilities

- Support learners to achieve outstanding outcomes educationally and personally.
- Support the Group Leads and course teams in driving outstanding student outcomes and an exceptional course experience.
- Proactively support the team through planning and delivering exemplary support in association with the planned teaching sessions.
- Work within the Learning Progression team to provide focused and guided support to students identified.
- Support the EFI through embodying our values and meeting our aspirations of success for the programme

Key Responsibilities

Support for learners

- Provide short-term cover to groups whose primary Group Lead is not available, to manage learning and appropriate behaviours.
- Assess the needs of learners and use knowledge and specialist skills to support learning.
- Establish productive working relationships with learners, acting as a role model and setting high expectations.
- Support learners consistently whilst recognising and responding to their individual needs.
- Encourage learners to interact and work co-operatively with others and engage all learners in activities. Offering stretch and challenge for those who require it and additional support to ensure all learners make and maintain exceptional progress.
- Provide feedback to learners in relation to progress and achievement.
- Support the Learning Progression Teams in the recording and evidencing of student learning, assessment, and progress.

Support for the Learning Progression and Curriculum Teams

- Facilitate the learning of students for absent Group Leads, ensuring that learning takes place in their absence and that students make progress and are engaged.
- Be familiar with the curriculum areas and the focus of learning at course level.
- Organise and manage appropriate learning environment and resources.
- Support the planning of challenging activities that are clearly focused on learning and amend these in response to the individual learners needs.
- Support the recording and the progress of learners in a clear and systematic way and ensure that this is fed back to all who are involved

Support for the Curriculum

- Use ICT effectively to support learning activities and develop learners' competence and independence in its use.
- Support the preparation of resources necessary to lead learning activities, taking account of learners' interests and language and cultural background.

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Updated October 2024

- Ensure the effective embedding of English and Mathematics skills within activities as appropriate to the subject matter and session, working with the Head of Learning Progression and Group Lead.
- Ensure opportunities for the positive reinforcement of British Values, FRA Values and industry realities are maximised, both in the planning and delivery of activities throughout the course.

Support for the EFI Group

- Prepare rooms, specialist areas and materials for teaching in a timely and correct manner.
- Ensure all learners are inducted to, and maintain, safe operating procedures for equipment.
- Prepare, assemble, setup, and test materials, machinery, tools and equipment for practical classes/examinations/assessments, retrieving and clearing away after use.
- Cover classes for absent colleagues.
- Work with members of the Learning Progression management team and Curriculum colleagues in the development, review and evaluation of the curriculum, including contribution to the self-assessment process.
- Contribute to the preparation of course and learning progression materials.
- Carry out administrative tasks related to courses and attend meetings as required by the Curriculum management team.
- Promote equality of opportunity and diversity in all aspects of the job and challenge inequality and discrimination and/or report concerns as appropriate.
- To undertake as appropriate risk and COSHH assessments and any health and safety control measures associated with the use of equipment / resources. This will include ensuring that spaces conform to Health and Safety standards at all times.

In line with all staff

- To act in the interests of the EFI at all times
- To support the delivery of the EFI's strategy as it relates to this post
- To perform any other duties consistent with this position as may from time to time be assigned to you by the CEO and Principal or its designate, or as may reasonably be required anywhere within the EFI
- To be committed to your own development through the effective use of the EFI's performance review and staff development processes
- To work collaboratively with the wider business and support the work of the curriculum delivery, professional services and support functions teams as may reasonably be required in the delivery of the EFI's strategic plans
- **Safeguarding.** Comply at all times with the EFI's safeguarding policy and play an active role in maintaining and promoting students' safety, security and well-being in their learning environment
- **Equality and diversity.** To be committed, adhere to and promote the EFI's Equality and Diversity policy at all times
- **Health and Safety.** Comply with and raise awareness of health and safety in line with EFI policy and procedures
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all EFI's policies, procedures and guidelines with respect to the collection,

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Updated October 2024

processing, storing and sharing of all personal information as it relates to this position to comply with the GDPR

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Updated October 2024



Person Specification

Criteria	Essential
Qualifications	<ul style="list-style-type: none"> ▪ A relevant qualification ▪ First Aid qualification or willingness to complete
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of Health and Safety Procedures. ▪ Knowledge of Safeguarding procedures in education. ▪ Ability to follow through policies and procedures. ▪ Knowledge and ability to use IT facilities and packages effectively
Experience	<ul style="list-style-type: none"> ▪ Experience or an interest in supporting Maths and English. ▪ Previous experience working as a Teaching Assistant role or similar role and/or a cover tutor. ▪ Relevant vocational/professional experience. ▪ Experience of working in education, fashion business retail or fashion design. ▪ It would be beneficial to have experience of working in Further Education.
Skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal/communication skills. ▪ Excellent planning, organisational and time management skills. ▪ The ability to engage with students and manage behaviours
Personal Characteristics	<ul style="list-style-type: none"> ▪ A team player and collaborative worker. ▪ Confident working independently in a changing environment. ▪ Flexibility and an ability to adapt to rapid change as dictated by the role ▪ Uses initiative within guidelines. ▪ Genuine interest in promoting and supporting education for young people. ▪ Professional approach. ▪ Commitment to delivery of high-quality services. ▪ Commitment to equal opportunities. ▪ Commitment to safeguarding and promoting the welfare of children and young people

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HOME OF FASHION'S NEXT GENERATION



OUR VISION

At Education for Industry, our goal is to become the world's most coveted home of fashion and retail education and training.

OUR MISSION

It's our mission to pioneer innovative education and training experiences with industry that create and enhance careers, nurturing the next generation of retail talent.

OUR VALUES

Collective courage for a successful future:

Customer centric: *"If it matters to our students, it matters to us"*

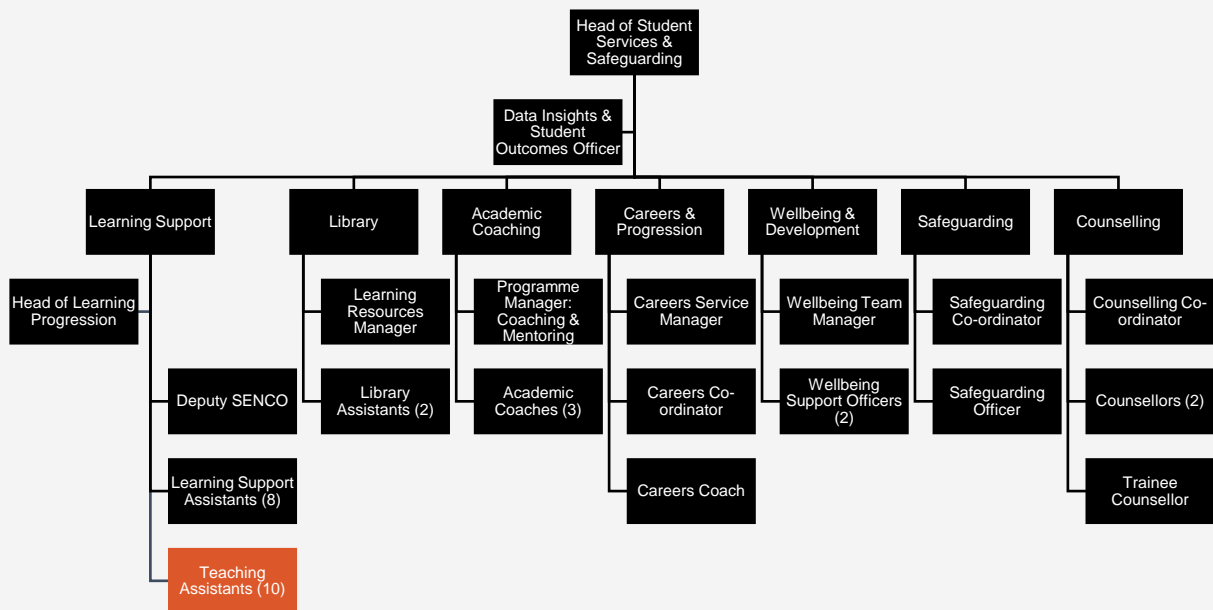
Authentic action: *"We're authentic in our actions, words and interactions"*

Resilient: *"Integrity in our actions to relentlessly strive for what we are about"*

Enthusiastic: *"If it matters to you, make it matter to others"*



Team Structure



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EFI Reward & Recognition Programme

We offer a market-leading benefits programme that offers something for everyone!

Health & Wellbeing

- A customisable monthly wellbeing allowance aimed to support your healthy lifestyle, whatever that may be!
- Funded counselling and/or CBT provided by Bupa.
- Highly competitive sick pay to support you in a time of need.
- **Cycle to work scheme** – save at least 25% on a new bike and fitness accessories.
- Annual flu vaccination programme

Work-life Balance

- Incredibly generous holiday allowances:
 - 25 days holiday plus bank holidays (support staff)*
 - 30 days holiday plus bank holidays (managerial staff)*
 - 35 days holiday plus bank holidays (academic and director staff)*
- Plus extra days off at Christmas, Birthday leave and Celebration leave and... an additional 2 weeks off and an Around the World ticket every 5 years!
- Enhanced family leave pay, including 6 months fully paid maternity, adoption and shared parental leave!
- A buying and selling holiday scheme.
- Amazing flexible working opportunities, including hybrid working, flexi hours, a sabbatical scheme, and the ability to be able to request formal flexible working from day 1.

EFI Culture

- Vibrant and inclusive environment with regular socials including all staff parties, team nights out, and more casual affairs such as our monthly Thirsty Thursdays
- Employee led staff recognition awards.
- Modern facilities including delicious food and beverage provision.

Financial Health

- An enhanced pension scheme provided by Prudential (on the successful completion of probation): employee contributions matched by employer up to 5%.
- Automatic enrolment workplace pension provided by People's Pension (available from day 1): 5% employee contributions and 3% employer contributions.
- Financial and legal advice through our top end Employee Assistance Programme.
- Refer a friend scheme and pocket £500!
- **Techscheme** allowing you to spread the cost of the latest tech over 12 months, plus NI savings.
- Interest-free travel season ticket loans.

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- Local area discounts and offers including corporate rates for local gyms, discounted restaurants, and bars.

Personal Growth

- Personal learning & development allowance to empower you to take ownership of your professional journey.
- Financial support and mentoring towards professional qualifications.
- A wide range of in-house and external training, CPD, teacher training and teaching practice development.
- Free access to LinkedIn Learning for personalised learning, virtually everywhere anytime.
- Reimbursement for annual professional membership fees relevant to your role.

Social Impact

- EFI fundraising contributions – if it matters to you, it matters to us. We match sponsorships up to £1000!
- 2 paid charity volunteer days per year.
- Payroll charitable giving.

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More Information/Contact us

To arrange an appointment for an informal discussion about the role and our organisation please email recruitment@efigroup.ac.uk

