Role Description

Business Area: **Curriculum**

Job Title: Teaching Assistant – HSC

Salary Scale: £18988.60 pro rata, per annum

Location: Hopwood Hall College

Accountable to: Programme Manager

Hours of Duty: 32 Hours

Special working conditions
The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

Purpose

To work with Curriculum staff in a dedicated area to support behaviour management and engagement of learners on all aspect of their study programme

To meet the needs of learners learning needs in academic, vocational and life skills development including in class and out of class support to remove barriers to accessing learning and participation.

To implement agreed learning support with individuals and groups with a view to encourage learner independence using identified support strategies

Duties

1. To provide appropriate in and out of class learning support for groups and /or individuals. This may include residential activities, educational visits, enrichment activities and work experience when required.

2. Monitor learner(s) responses to activities and where appropriate, modify or adapt the activities as agreed with the tutor to achieve the intended learning outcome.

3. To give positive encouragement, feedback and praise to reinforce and sustain the learner (s) efforts and develop self-reliance and self-esteem

4. To promote the independence and employ strategies to recognise and reward achievement.

5. To contribute to the planning, differentiation and target setting for learners needs with curriculum staff.

6. Support the lecturer in managing student behaviour, reporting difficulties as appropriate. Promote the inclusion and acceptance of all pupils.

7. Encourage students to, interact with others, engage in activities led by lecturer and act independently as appropriate.

8. To record, review and adapt strategies throughout the academic year using student ILP and other college systems.

9. To establish productive working relationships with students acting as a role model and setting high expectations

10. To develop and adapt accessible resources and materials prior to lessons to maximise all learning opportunities.

11. To assist learners with the use of specialist equipment and embed the use of assistive technology to promote independence.

12. To develop positive working practices with external agencies where/when appropriate in order to gather accurate information to inform learning support.

13. To engage in continuous professional development.

14. Any other duties, of a similar level of responsibility, as may be required.

All staff are responsible for:

Children & Vulnerable Adults: safeguarding and promoting the welfare of children and vulnerable adults

Equipment & Materials: the furniture, equipment and consumable goods used in relation to their work

Health / Safety / Welfare: the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College's safety policy statements

Equal opportunity: performing their duties in accordance with Hopwood Hall College's Equality, Diversity and Inclusion Policy

Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

Person Profile

"The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role. All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects."

Qualifications

Essential Criteria

Level 2 (GCSE A* - C) in English and Maths or equivalent

Desirable Criteria
Teaching assistant Qualification

PTLLS

First Aid Certificate

How Identified: Application

Experience

Experience of working with young people
Experience of behaviour management strategies

Experience of working with individuals with Learning Difficulties and / or Disabilities

Experience of providing additional support in a learning environment

Experience of providing additional support for Literacy and / or Numeracy

Desirable Criteria
Experience of note taking to support learning

How Identified: Application/Interview

Specialist Knowledge

Essential Criteria

Ability to establish positive working relationships with young people

Knowledge of the support needs of learners with Learning Difficulties and / or Disabilities such as ADHD, Autism, Dyslexia
Knowledge of strategies to support emotional and behavioural difficulties in a classroom setting
Ability to priorities workloads
How Identified: Application/Interview

IT Skills

Essential Criteria
Intermediate ability to use Microsoft Office applications and willing to undertake training appropriate to role

Willing to undertake any software training relevant to role.

Desirable Criteria
Experience of student records system, electronic ILPs, Promonitor

Knowledge of online learning

How Identified: Application/Interview

Competencies
Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

1. Leading and Deciding	
1.1 Deciding and initiating action	**Essential**
1.2 Leading and supervising	**Less Relevant**

2. Supporting and Co-operating	
2.1 Working with people	**Essential**
2.2 Adhering to principles and values	**Essential**

3. Interacting and Presenting	
3.1 Relating and networking	**Essential**

3.2 Persuading and influencing	**Essential**
3.3 Presenting and communicating	**Essential**

4. Analysing and Interpreting	
4.1 Writing and reporting	**Essential**
4.2 Applying expertise and technology	**Essential**
4.3 Analysing	**Desirable**

5. Creating and Conceptualising	
5.1 Learning and researching	**Essential**
5.2 Creating and innovating	**Essential**
5.3 Formulating strategies and concepts	**Less Relevant**

6. Organising and Executing	
6.1 Planning and organising	**Essential**
6.2 Developing results and meeting customer expectations	**Essential**
6.3 Following instructions and procedures	**Essential**

7. Adapting and Coping	
7.1 Adapting and responding to change	**Essential**
7.2 Coping with pressures and setbacks	**Essential**

8. Enterprising and Performing	
8.1 Achieving personal work goals and objectives	**Essential**
8.2 Entrepreneurial and commercial thinking	**Desirable**

Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.