

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Teaching Assistant	Post No: 60157	Hoople Band: B
Service: Training and Education	Section: Vocational Training	Location: Nelson Building

Organisational information:

Accountable to: Senior manager Quality and Compliance

Key relationships/Functional links with:

Internal: Learners and tutors, assessors, Training and Education Team, Hoople Colleagues.

External: Referring agencies, external agencies, customers, work placements and learners.

Main Purpose of Job:

For the study programme the core aim focuses on the student's aspirations and their goals for the future. It defines the main purpose of the student's study programme. It reflects the student's career and progression aspirations, their abilities and their attitude. It should be the key element of the study programme that propels the student into employment, an apprenticeship, or further education.

As the Teaching Assistant you will be responsible for supporting the class tutors in preparation for lessons such as ensuring lesson resources are ready for delivery. You will need to be able to work under pressure and to support learners in achieving their full potential.

You will need to promote learners self-esteem, independence and establish effective working relationships with learners to foster retention, achievement and progression.

The learners that you will be supporting will have a range of abilities and differentiation between learners can be huge, therefore the ability to adapt to all situations whilst maintaining confidentiality is essential. As the teaching assistant you will have a great deal of contact with learners and over time they may confide in you, which in turn you will need to be able to handle these situations with the support of the safeguarding leads.

Main Responsibilities / Accountabilities:

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation.

You will need a positive approach to working with learners and the ability to motivate, inspire and build rapport with a strong regard for learner safety and well-being. You will need respect for diversity as you will be working with learners from a range of backgrounds.

Interpersonal skills are essential as you will build relationships with learners, parents, tutors and work placements requiring excellent team working skills as you'll be working with other delivery staff and professionals.

A creative ability and patience with a flexible approach to work, as you'll be involved in a range of training activities and job coaching.

You will require organisational skills and a professional attitude to work and willingness to keep up to date with educational policy related to your role.

you will be attending workplace inductions and first day or first few days at work whilst learning the job role in readiness for training Students, modelling workplace behaviours, target – setting and monitoring and reviewing progress.

Support may be required to learners by re-phrasing or repeating instructions and you may n

The ability to trouble-shoot or advocate for learners when things go wrong and identify skill development needs by either addressing them or referring to other staff. You will be determining if a learner needs to move placement and support in arranging for that to happen.

You will mentor the learners and support them to build confidence while undertaking their work placement providing support to master given tasks, sometimes the tasks may need breaking down and applying systematic instruction techniques then check the learners understanding.

Job Activities:

- Deliver tailored teaching activities to learners on either a one-to-one basis or in small groups.
- Make sure that the learners you support are able to engage in learning and stay on task during the lesson or activity.
- Support the social and emotional development of learners, reporting any issues when required.
- Support the tutor in managing challenging pupil behaviour and promoting positive behaviour.
- Guide and monitor learner progress.
- Help with the planning of some lessons.
- Provide detailed and regular feedback to tutors on learner's progress.
- Carry out administrative duties, such as preparing classroom resources, programme registers and storing the documents securely using IT.
- Create requested displays from Foundation Lead Tutor.
- Provide support outside of your normal class, such as helping during exams or going on training center trips and carrying out weekly duties to support the well-being of learners.
- Develop effective job coaching and employment plans.
- Communicate with learners to understand their goals and ambitions.
- Assist learner's to discover and overcome their personal barriers and set goals.
- Assess the strengths of individuals and support them to use them effectively.
- Guide learners in learning to complete job tasks.
- Help in the development of motivation and skills.
- Provide coaching in effective job search techniques.
- Assist people with disabilities in developing social and life skills.
- Keep records and documentation and prepare appropriate reports.
- Keep up to date with current educational policies and procedures.
- Be willing to undertake any training as the role requires.

Frequency

Other information: Areas of training can include: • Working with pupils with specific learning difficulties or disabilities, such as dyslexia, autism or poor motor skills. • Engaging students with emotional and behavioural difficulties. • Promoting inclusive learning environments for learners. • Child protection policies and procedures. Professional development is generally encouraged, and you'll usually be supported to complete the qualifications and training needed to progress.	

Manager Signature:		Date:	01/08/2019
Manager Name:	Sharon Hempton-Smith	Job title:	Qualification Manager

Date Job Description last reviewed: