

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Teaching Assistant
<b>NORMAL LOCATION:</b>	Silverstone UTC
<b>SCALE &amp; SALARY RANGE:</b>	£15,753 - £18,183 pro rata
<b>HOURS OF WORK:</b>	9am – 5pm, term-time only Full time/ part time/ job share considered
<b>RESPONSIBLE TO:</b>	Assistant Principal

### OVERALL PURPOSE OF JOB

To work as the teaching assistant servicing the UTC's lessons and supporting the teaching staff in all disciplines and supervise student learning activities.

### DUTIES AND RESPONSIBILITIES

- 1 Assist in the educational and social development of identified pupils under the direction and guidance of the head teacher, SENCO and class teachers.
- 2 As part of the pastoral team provide appropriate support for targeted individual and groups of children inside and outside the classroom including 1-2-1 academic mentoring and support of wellbeing.
- 3 Assist in the implementation of Education Programmes such as EHCP for students and help track and improve their progress.
- 4 To work with the teachers to develop lessons, work plans and the classroom environment.
- 5 To support student achievement by providing constructive feedback to students on their work measured against the learning outcomes.
- 6 To be proactive in managing behaviour, promoting self-control, independence and integration of the students.
- 7 To assist with the ordering & storage of equipment, stock and stationery.
- 8 General clerical duties concerned with keeping textbooks and coursework (as required) in good condition.
- 9 To support teachers, where possible, on educational trips & visits & help cover Personal Prep time.

**General duties applicable to all staff employed at the College:**

<b>Duty</b>		<b>Description</b>
A	College policies	To undertake all duties and responsibilities in accordance with College policies, including Equal Opportunities; Data Protection; Health & Safety; Child & Vulnerable Adult Protection; and Quality and Financial regulations. To report any concerns to the appropriate person
B	Training & professional development	To take full responsibility for personal professional development and training
C	Performance appraisal	To participate in the College Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plans
D	Flexibility	To undertake such other duties as may reasonably be required, commensurate with grade, at place of work or other college campus or premises
E	Probationary period	The postholder should be able to do the job competently after 6 months
<p>This is a description of the job as it is at present constituted.</p> <p><b>It is the practice of the College to periodically examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the College's aim to reach agreement on reasonable changes, but if agreement is not possible the College reserves the right to insist on changes to your job description after consultation with you.</b></p>		

**Safeguarding**

The governing body is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will therefore be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**PERSON SPECIFICATION:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<p>Good all round level of education to include Maths and English to GCSE (Grade A – C) or equivalent level (level 2)</p> <p>Competent Microsoft Office user.</p> <p>Relevant qualification, and experience of the responsibilities of a LSA or HLTA</p>	<p>Good all round education to include relevant qualifications at level 3 in a Science subject.</p> <p>Experience of working with SEN and students with diverse needs preferred</p> <p>First Aid Certificate or willingness to achieve within a specified time period.</p>
<b>Experience and knowledge</b>	<p>Experience of managing and organising resources</p> <p>A good knowledge of relevant Safeguarding and Health and Safety requirements in working with children.</p> <p>Demonstrable knowledge of Equality and Diversity</p> <p>Previous experience working in an educational environment</p>	<p>Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge</p> <p>Previous TA experience</p>
<b>Skills and Abilities</b>	<p>Relevant practical skills</p> <p>Well organised with excellent attention to detail</p> <p>Good interpersonal, time management and organisation skills</p> <p>Flexible and adaptable individual</p> <p>Articulate and capable of working on own initiative.</p> <p>Ability to work positively with young people</p> <p>Understands the importance of following college policies and</p>	

	procedures, and able to show initiative where appropriate.	
<b>Other</b>	Demonstrable commitment to UTC vision and values	