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| **Job title:** Higher Learning Teaching Assistant  **Reporting to:** Team Manager  **Base:** Broomfield Hall |
| **Hours**  37 hours per week,40 weeks per year  **Contract Type** Support  **Holidays** 20 days per year subject to service increases plus college closure days per year where applicable and statutory days pro rata  **Salary** £26,174 per annum pro rata, actual salary £20,134 |
| **Job Purpose**  To work proactively in ensuring that young people accessing the Inclusion Curriculum can successfully engage with a range of activities and make good progress. Working autonomously (under the guidance of the Team Manager / teaching staff) to ensure positive outcomes for young people with learning difficulties / disabilities. |
| **Key Responsibilities**   * To undertake duties to assist the Team Manager in the organisation and management of provision within the area * Support across all College sites, associated provision / partner organisations * Support key customers within Inclusion Curriculum provision, which may include 16-18 & 19+ study programme students, Social Group customers, On-site / off-site provision, One-off activities and Full time / part time students * To be responsible for the management / development of agreed elements of the provision * To employ and model strategies and procedures that provide inclusive person-centred support * To provide specialist skills and knowledge to support teaching / support staff in the development and education of young people * To advise on appropriate deployment and use of specialist aids, resources, equipment * To provide pastoral support for identified young people * To work collaboratively within the Inclusion Curriculum team to co-ordinate and deliver effective support for learners with learning difficulties / disabilities * To assist in planning and carrying out initial and ongoing assessment of students * To contribute to the setting and monitoring of student targets * To plan, prepare and deliver appropriately personalised and differentiated learning activities, within an agreed system of supervision and support * To produce / differentiate teaching and learning resources * To lead on delivery of learning activities to groups of students * To lead on delivery of enrichment activities * To provide cover in the absence of teaching staff * To contribute to the preparation of reports on student progress and the collation of information to support learner reviews * To attend meetings and report on the progress of supported learners * To undertake personal care if required * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification** |
| **Competencies**  **Essential**   * Understanding of how to support education and personal development * Understanding of a variety of assessment methods to meet the diverse needs of our students * Customer focussed * Ability to work in a team |
| **Knowledge and Experience**   * Knowledge of the Equality Act 2010 (E&D – opportunities and discrimination legislation) * Knowledge of current approaches and research around specific learning difficulties/disabilities * Understanding of how to support education and personal development * Knowledge of SEND reforms and the development of Education, Health and Care Plans. |
| **Qualifications**  **Essential**   * Level 2 English * Level 2 Maths * Level 4 Qualification – HLTA or willing to work towards   **Desirable**   * First Aid |

Date 3