

## JOB DESCRIPTION / PERSON SPECIFICATION

<b>Job Title</b>	<b>TEACHING ASSISTANT</b>
<b>Reports To</b>	<b>STUDY PROGRAMME AND FUNCTIONAL SKILLS MANAGER</b>
<b>Department</b>	<b>DELIVERY</b>
<b>Location</b>	<b>NEWBURY</b>
<b>Programmes</b>	<b>GREAT START</b>

## JOB DESCRIPTION

WBTC is a not-for-profit work-based Training Provider delivering Apprenticeships and Study Programmes to young people between the ages of 16-25 in addition to a variety of other funded programmes and commercial courses.

### Programme Profile:

Great Start is the WBTC programme title for the ESFA funded Study Programme. The Study Programme is designed for 16-19 year olds (19-24 for High Need Students (HNS)). It is a programme that is structured to meet the needs of the individual learner, to stretch and support them to progress. This programme provides learning and support for people who are not in education, employment and training, classed as unemployed or not apprenticeship ready. The provision includes a main aim (the larger proportion of the programme), maths and English, employability and pastoral care including assistance in job searching, communication and confidence building, leisure and team activities leading to a measurable achievement and appropriate positive progression of the individual learner.

Key responsibilities of this role include, but are not limited to:

### Training & Programme Delivery

- To support tutors with classroom delivery as required, engaging with learners who need support in a classroom setting or 121
- Reinforce lessons presented by the classroom teacher by reviewing material with students individually or in groups
- Provide additional learning support to learners where identified
- Develop learning programmes for individual needs and adapt appropriate materials accordingly
- Deliver customised learning activities to learners either individually or in groups
- Monitor and support the social and emotional needs of learners appropriately
- Assist with the development of lesson plans and learning materials to meet curriculum requirements and individual learner needs
- Manage allocated learners and complete all necessary paperwork including tracking progress made and feeding this into the overall monitoring system.
- Liaise with relevant Colleagues to ensure all are kept informed of learner progress.
- Contribute to the development of the programme curriculum where applicable to ensure it satisfies the needs of individual learners and meets the programme requirements
- Help tutors prepare for lessons by getting materials ready, setting up equipment and arranging the classroom environment
- Assist the tutor in directly observing and recording behaviour
- Help maintain order in the classroom by ensuring students adhere to the behaviour code of conduct

- Maintain the learning environment in an organised and orderly manner to ensure an optimal learning experience
- Create displays of the learners' work and other classroom displays
- Assist with other programmes as directed by the Executive Leadership Team.

### Compliance

- Undertake administrative duties, maintaining confidential records, monitor, review and evaluate work in line with quality standards.

### Quality

- Engage in observations of teaching, learning and assessment (OTLA) and use feedback to further develop skills and knowledge.
- Participate in quality assurance processes such as standardisation, marking/assessment and other duties to a high standard.
- Take an active role in tracking and team meetings with your line manager and report any matters or issues likely to affect your learners' progress or the learning programmes.
- Maintain professional knowledge in the subject/sector specialism by attending any relevant training/meetings/events necessary for individual and programme development as directed, and ensure your CPD record is up to date and shared with relevant personnel.
- Uphold the aims and objectives of our Equality, Diversity and Inclusion, Fundamental British Values and Safeguarding and Prevent policies and ensure their implementation.
- Uphold the WBTC's vision and customer charter and promote the strategic business aims.

### Other

- Undertake additional duties as allocated from time to time.

## ROLE COMPETENCIES

		Level 1 Applying or Level 2 Supporting
Core Competencies	<ul style="list-style-type: none"> <li>• Organisational Awareness</li> <li>• Teamwork</li> <li>• Personal Accountability</li> <li>• Reliability</li> <li>• Communication – Verbal &amp; Written</li> </ul>	<ul style="list-style-type: none"> <li>• 1 – Applying</li> <li>• 1 – Applying</li> <li>• 1 – Applying</li> <li>• 1 – Applying</li> <li>• 1 – Applying</li> </ul>
Functional Competencies	<ul style="list-style-type: none"> <li>• Analysing and Problems Solving</li> <li>• Planning and Organising</li> <li>• Flexibility</li> <li>• Results orientation</li> </ul>	<ul style="list-style-type: none"> <li>• 1 – Applying</li> <li>• 1 – Applying</li> <li>• 1 – Applying</li> <li>• 1 – Applying</li> </ul>

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>Educated to G.C.S.E standard, including A-C in maths and English or equivalent, or a level 2 qualification or above in maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Information, Advice and Guidance at Level 3 or above</li> <li>One or more relevant teaching qualifications (e.g. PTLLS or equivalent upwards, assessor award, Cert Ed, PGCE, Literacy and numeracy subject specialism at level 3 upwards), and the willingness to undertake additional training for the role as required</li> <li>Teaching Assistant qualification or apprenticeship</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience of assisting in classes or supporting with 121 needs</li> <li>Experience of working with learners with learning difficulties and/or challenging behaviours</li> </ul>	
<b>Communication and Relationship Skills</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills and the ability to relate to a wide range of people</li> <li>Ability to work effectively as a member of a team</li> <li>Ability to motivate and influence a range of learners</li> <li>An enthusiastic and empathetic approach</li> <li>Flexible attitude</li> <li>Honesty and integrity</li> </ul>	
<b>Practical and Physical Skills</b>	<ul style="list-style-type: none"> <li>High level of presentation skills</li> <li>Commitment to highly professional and personal standards of work and conduct</li> <li>Ability to manage a constant workload with conflicting demands to achieve timely targets</li> <li>Self-driven</li> </ul>	
<b>Decision Making and Problem Solving</b>	<ul style="list-style-type: none"> <li>Ability to work using own initiative</li> </ul>	
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

	ESSENTIAL	DESIRABLE
<b>Responsibility for Information</b>	<ul style="list-style-type: none"> <li>To take responsibility for information held on learners meeting the requirements for confidentiality including Data Protection and GDPR</li> </ul>	
<b>Responsibility for Supervision / Management</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Physical and Mental Effort</b>	<ul style="list-style-type: none"> <li>Commitment to high quality</li> <li>To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>Appropriate professional appearance</li> <li>Ability to work remotely, under hybrid working</li> <li>Full Driving Licence and access to a car when needed.</li> </ul>	

Document Control	
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Date Approved:	14/12/22
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Signed: Employee	
Signed: Line Manager	
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