



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	B009
Job Title	Teaching Assistant First Steps
Salary	£20,615.62 - £22,085.81 per annum – Actual Salary £26,218.54 – £28,088.30 pro rata'd - All year round Salary
Contract Type	37 hours per week, 34 weeks Term Time Only
Campus	Hardwick, Gloucester, Cinderford
Department	First Steps
Reporting To	Head of School
Holiday	A paid annual leave entitlement of 7 weeks (pro rata) is incorporated into your salary
Pension	Peoples Pension – 4%-5% matched contribution

About the Role – Meet the Team

Are you passionate about supporting young people to build confidence, develop essential skills, and take their next steps toward a successful future?

The First Steps course at Gloucestershire College offers learners the opportunity to explore different career pathways while improving their functional skills in English and maths. Students work towards recognised qualifications, take part in work-related activities, and receive tailored guidance to help them progress into further education or employment.

Gloucestershire Professional Services is seeking an experienced and dedicated Teaching Assistant to join the First Steps team. This is a rewarding opportunity to support learners in achieving their full potential through high-quality additional learning support.

About the Role – Duties and Responsibilities

You will work closely with academic staff to support students in their learning, ensuring they are fully engaged and able to make meaningful progress. Your role will be key in helping students develop confidence, communication skills, and independence, preparing them for their next steps.

- Support individual students and small groups under the direction of a Lecturer.
- Assist in delivering engaging learning activities and preparing teaching materials and equipment.
- Help students work towards their targets and maintain accurate records of their progress.
- Provide additional learning support tailored to individual needs.



- Maintain up-to-date student records and administrative documentation.
- Support students during work-related activities, trips, and off-site visits.
- Encourage independence, confidence, and employability skills.
- Provide personal care support where required.
- Assist with enrolment duties and attend team and course meetings.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

About You

Our Shortlisting Criteria

Essential	Previous experience of working with young people in post 16 education, training or other relevant environments. Proven IT skills (Microsoft Office). Safeguarding awareness training or willingness to undertake. Good General standard of education including GCSE English and mathematics at grade C (or equivalent).
Desirable	Experience of working with people with learning difficulties, disabilities and/or barrier to learning.



The Perfect Person for us will demonstrate

Abilities	Strong organisational skills with experience coordinating people, activities, and events effectively. Empathetic and supportive approach, with the ability to understand individual needs and build trusting, respectful relationships. Positive and resilient mindset, approaching challenges constructively, learning from experience, and embracing new ideas and feedback. Professional, accountable, and team-focused, taking responsibility for own actions, communicating openly, and working collaboratively to resolve issues. Committed to high standards and continuous improvement, delivering excellent support and customer service, with a willingness to undertake training (including minibus driving assessment).
Job Circumstances	Able to travel between college sites (if required) Undertake any training required for the role Hold an Enhanced DBS check or be willing to undertake a check. This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

Gloucestershire College is committed to safeguarding children and vulnerable adults and any offer of employment will be subject to a number of conditions.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."



As this role involves engaging in “regulated activity” relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken will be consistently applied across all applicants and may include both social media and a general internet search.