

## Teaching Assistant – College

### Purpose of the Role

The Teaching Assistant (TA) will work under the direction of the teacher and senior staff to support students in a college setting. The role focuses on promoting students' independence, supporting access to learning, and enabling students to develop the academic, personal and employability skills needed for adulthood, further learning and work.

### Key Responsibilities

#### ***Support for Students***

- Build positive, respectful and professional relationships with students, acting as a role model and promoting confidence, independence and self-advocacy.
- Support students to access learning activities in line with their individual learning plans, targets or support needs, while encouraging them to take increasing responsibility for their own learning.
- Provide in-class and small-group support to develop skills in English and Maths, demonstrating a secure understanding of both subjects and the ability to explain concepts clearly.
- Support students to develop functional literacy and numeracy skills relevant to everyday life, study and employment.
- Encourage positive behaviour, engagement and self-regulation using agreed strategies and restorative approaches.
- Attend to students' personal, welfare and wellbeing needs as appropriate, following college policies and safeguarding procedures.

***Support for Teaching and Learning***

- Assist teachers in creating an inclusive and effective learning environment, including preparing resources, setting up learning activities and clearing away after sessions.
- Reinforce and clarify learning objectives during lessons, using differentiated and personalised approaches to support a range of learning needs.
- Support the delivery of pre-planned learning programmes and interventions, particularly in English and Maths.
- Provide feedback to teaching staff on student progress, engagement and any concerns, in line with agreed procedures.

***Support for Work Experience and Employability***

- Support students during work experience placements, vocational learning and employer-led activities, both on and off site.
- Encourage professional behaviour, punctuality, communication skills and independence in the workplace.
- Liaise with teaching staff, employers and other professionals as required to support successful work experience outcomes.

***Support for Assessment, Recording and IT***

- Use IT systems confidently to support teaching staff with gathering, recording and uploading evidence of student progress.
- Support the creation, monitoring and review of student targets, ensuring records are accurate, up to date and in line with college policies.
- Assist with maintaining student records, learning evidence and documentation to a high standard, demonstrating a good level of written English.
- Use a range of digital tools and technologies to support learning activities and student engagement.

***Support for the College***

- Contribute positively to the ethos, values and aims of the college and the wider Kisharon community.
- Work collaboratively with teachers, support staff and external professionals to promote positive outcomes for students.
- Attend relevant meetings, training and professional development activities, including safeguarding and behaviour support training.
- Support equality, diversity and inclusion, ensuring all students have equal access to learning and opportunities to succeed.
- Uphold safeguarding responsibilities at all times and report concerns in line with college policy.

***Line Management***

Responsible to: teacher

***Knowledge, experience and skills*****Experience**

- Experience of working with young people or adults in an education or similar setting (essential).
- Experience of supporting learners with additional needs, including SEND and/or social, emotional and mental health needs (desirable).
- Experience of supporting students to develop independence and employability skills (desirable).

**Knowledge**

- Understanding of English and Maths sufficient to support learning at college level.
- Understanding of how students learn and strategies to motivate and engage learners.
- Knowledge of safeguarding, equality, health and safety policies and procedures.

- Awareness of the role of work experience and vocational learning in preparing students for adulthood.

#### Skills

- Ability to promote independence while providing appropriate support.
- Ability to communicate clearly and effectively with students, staff and external partners.
- Good level of written English, including the ability to maintain clear and accurate records.
- Confident use of IT to support learning, assessment and evidence gathering.
- Ability to remain calm, flexible and use initiative in a busy learning environment.
- Ability to work effectively as part of a team and understand professional boundaries.

#### Qualifications

- Good standard of literacy and numeracy (essential).
- Relevant qualification or willingness to work towards one (desirable).
- Commitment to ongoing CPD and training offered by Kisharon (essential).

#### ***General***

The post holder will undertake duties in line with Kisharon policies and relevant legislation and must be willing to undertake an enhanced DBS check.