



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

## About the Role – Employment Details

Post Number	A191
Job Title	SEND Teaching Assistant (SLD)
Salary	GPS Scale 5, Point 22-25 £26,218.54 - £28,088.30 Pro Rata (Actual £22,124.08 - £23,701.84 Per annum)
Contract Type	Permanent, 37 hours per week, 37 weeks per annum
Campus	Harbour House, Gloucester
Department	LD1
Reporting To	SEND Teaching and Learning Support Coordinator
Holiday	TTO
Pension	Peoples Pension 4% or 5%, matched contribution

## About the Role – Meet the Team

As a SEND Teaching Assistant (SLD) based at Harbour House, you will play a key role in supporting students with Special Educational Needs and Disabilities (SEND), including those with Severe Learning Difficulties (SLD), to achieve their individual learning goals and reach their full potential. Working closely with teaching staff, Learning Support colleagues, therapists, parents/carers and external professionals, you will provide high-quality, student-centred support that promotes independence, confidence, resilience, communication skills and employability, enabling students to prepare for adulthood and achieve positive outcomes.

Harbour House is a specialist provision that provides a safe, inclusive and nurturing learning environment for students with complex learning needs. You will contribute to creating a positive and engaging atmosphere where students feel supported, valued and empowered to develop academically, socially and emotionally. Your role will involve encouraging students to build their independence, participate fully in college life and develop the life skills required for further education, employment and independent living.

You will work with students who have a range of additional needs, including Severe Learning Difficulties (SLD), Autism Spectrum Condition (ASC), ADHD, Dyslexia, Dyspraxia, Dyscalculia, social, emotional and mental health (SEMH) needs, communication and interaction need, and other learning differences. Support will be provided both within the classroom and through individual or small-group interventions, adapting teaching and learning strategies to meet each student's individual needs and learning style.

Working collaboratively with teaching staff, you will assist in planning and delivering learning activities, reinforcing teaching objectives, promoting student engagement and encouraging the development of independent learning skills. You will observe, monitor and record student progress, providing constructive feedback to teaching staff to help inform future planning and ensure that appropriate support strategies are in place.





The role includes contributing to person-centred planning and supporting the implementation and review of Education, Health and Care Plans (EHCPs), including contributing to annual reviews where appropriate. You will also support the development and implementation of My Plans, My Plan+ and SEN Profiles, ensuring that agreed strategies and reasonable adjustments are consistently applied to meet students' individual needs.

You will support students to access the curriculum through a range of approaches, including the effective use of assistive technology, differentiated learning resources and adaptive communication methods where appropriate. The role may also involve supporting students with personal care, medication, Personal Emergency Evacuation Plans (PEEPs), moving and handling requirements, and other health and wellbeing needs, in accordance with individual support plans, college policies and safeguarding procedures.

As part of the Harbour House team, you will work collaboratively with colleagues across the College to deliver an outstanding student experience. You will contribute to a culture of inclusion, respect and continuous improvement, helping to ensure every student is supported to develop the confidence, skills and independence needed to succeed in education and beyond.

### **About the Role – Duties and Responsibilities**

- Work with individual students or small groups following the direction of the tutor.
- To support the tutors to identify student starting points and aspirations, on which we aim to develop a robust programme of study, to empower students to reach their full potential.
- Working with the tutor to explore and develop resources, teaching and learning strategies and digital technology within own practice to ensure learners can access their personalised learning programme.
- Complete and contribute to the recording of accurate information relating to students.
- To play a key role in providing accurate and timely feedback to the tutor on learner progress or learning challenges.
- To be an ambassador of the college values, and to have these as standard learner expectations.
- To support learners to develop the skills to enable them to live independently / gain employment through a highly planned curriculum where you use every opportunity to relate to the learner's future aspirations.
- To prepare group risk assessments for off-site activities in line with the college's health and safety policy.
- Support students to achieve their targets, and to record and track information regarding those achievements.
- Contribute to meetings and reviews to triangulate and update learner progress
- Keep students' administration up to date and update students' personal files.
- Support students when in class; accessing the college community and on external learning activities.
- Attend course, team and centre meetings.
- Support with cross college activities, such as open events and enrolment.





## About You

### Our Shortlisting Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>– Previous experience of working with young people in education, training or other relevant environments.</li> <li>– GCSE English and mathematics (or Level 2 equivalent) at grade C or above – or willingness to complete.</li> <li>– Safeguarding awareness training and willingness to update when required</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>– Experience of working with people with learning difficulties, disabilities and/or barriers to learning.</li> <li>– Proven IT Skills</li> <li>– Teaching Assistant Level 2 or NVQ (or equivalent).</li> <li>– Qualifications in the field of supporting learners with SEN</li> <li>– Educated to A level standard (or equivalent)</li> <li>– Willingness to undertake a minibuss driving assessment</li> </ul>

### The Perfect Person for us will demonstrate

<b>Abilities</b>	<ul style="list-style-type: none"> <li>– Able to make decisions under pressure in emergency situations</li> <li>– Excellent communication skills - ability to communicate with a diverse range of people</li> <li>– Excellent telephone manner</li> <li>– Capable of working with minimum supervision</li> <li>– Able to work to high standards and stay calm under pressure</li> <li>– Willing and able to deal with difficult customers</li> <li>– Able to organise time effectively with a varied workload.</li> <li>– Ability to work accurately (attention_to_detail)</li> </ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"> <li>– Able to travel between college sites (if required)</li> <li>– Undertake any training required for the role</li> <li>– Hold an Enhanced DBS check or be willing to undertake a check.</li> <li>– 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.</li> </ul>



## About the College – Our Expectations

- Take an active part in the 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

## Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.

