



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

## About the Role – Employment Details

Post Number	A170
Job Title	SEMH Teaching Assistant
Salary	£26,218.54 - £28,088.30 (pro rata £22,626.90-£24,240.52)
Contract Type	37 hours per week, 38 weeks per year term time only
Campus	Alexandra Warehouse, Gloucester
Department	Quayside Centre
Reporting To	Head of SEND
Holiday	A paid annual leave entitlement of 7 weeks (pro rata) is incorporated into your salary.
Pension	Peoples' Pension – 4% or 5% matched

## About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting an experienced Teaching Assistant to join the Quayside Centre team based at Gloucestershire College.

The purpose of this role is to assist the academic staff in ensuring that the maximum potential of students with SEMH and/or barriers to learning is achieved; supporting them to reach their potential and future aspirations by personalising their learning journey.

A career with us means much more than just a salary- we know that our people are our greatest asset.

## 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, in order to empower students to reach their full potential.
- Complete and contribute to the production of accurate information relating to students.
- To play a key role in providing 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.
- Prepare teaching materials for teaching sessions
- 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.
- Keep students' administration up to date and update students' personal files.





- Support students when in class; accessing the college or community and on work experience.
- 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 equivalent) at grade C or above – please state this in your application</li> <li>– Proven IT skills</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>– Experience of working with people with SEMH and/or additional needs</li> <li>– Teaching Assistant Level 2 or NVQ (or equivalent)</li> <li>– Qualifications in the field of supporting learners with SEN</li> </ul>

### The Perfect Person for us will demonstrate

<b>Abilities</b>	<ul style="list-style-type: none"> <li>– A strong commitment to principles and practice of equal opportunities and SEND Code of Practice</li> <li>– Understanding of the barriers to education, employment and training for SEND students and ways to overcome them.</li> <li>– Belief in the benefits that education and training can bring.</li> <li>– Motivation to translate this belief to positive action.</li> <li>– Able to empathise with people and their problems.</li> <li>– Manage own time effectively by planning and prioritising workload and reacting positively to changes as they occur.</li> <li>– Excellent communication and interpersonal skills.</li> <li>– Experience of organising people and events.</li> <li>– Commitment to the promotion of Equality &amp; Diversity</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.