

JOB DESCRIPTION

WOODBRIIDGE COLLEGE



Woodbridge
College

Growing Your Future

Job Title	College Support (Teaching Assistant) Level 1
Grade	Grade D, Scale Point 6 - 11
Primary Purpose of the Job	To work with and supervise individuals and groups of students under the direction/instruction of teaching &/or senior staff, with functional skill development, development of employability skills and enrichment activities.
Responsible to	College Principal
Principal Responsibilities	Provide support for students, teacher, curriculum and the college with a particular focus on student's access and development of functional / educational skills and support enrichment activities in the most effective way

MAIN DUTIES

1. Support for Students

- Establishing good working relationships with students, acting as a mentor / role model
- Being aware of and respond appropriately to individual student needs
- Promoting inclusion and acceptance of all students
- Encouraging students to interact with others and engage in activities led by the teacher
- Encouraging students to act independently, as appropriate, including:
- Assisting students to eat their lunch, including tube feeding in accordance with training provided.
- Administering medication to students as appropriate after full training and signoff.
- Toileting and changing students including appropriate use of equipment to assist with manual handling in line with guidance e and training received.
- Supervising students and being aware of individual behavioural strategies.
- Supporting students who become ill during the day, under the direction of the medical team
- Support students in accessing enrichment activities and transporting students to and from placements

2. Support for Head of College/ teachers/tutors

- If circumstances arise you may be asked to provide minimal clerical/administration support (e.g. photocopying, filing, collecting money etc)
- Assisting with the display of student's work
- Preparing areas of college for activity and clear afterwards
- Reporting student achievements, progress and issues as appropriate in agreed format
- Undertaking student record keeping as requested

- Managing student behaviour in line with college policy and ensure reports are made in agreed college format
- Gathering/reporting basic information from/to parents/carers as directed

3 **Support for the curriculum**

- Assist students by meeting care, intimate care and mobility needs under the direction and guidance of other professionals
- Prepare and maintain equipment and resources as directed.

4 **Support for the college**

- Be aware of and comply with college policies and procedures relating to adult safeguarding, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Contribute to the college ethos, aims and development/improvement plans
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of students out of directed lesson time, including before and after college if appropriate and within working hours
- Accompany teaching staff and students on visits, trips and out of college activities as required.

Customer Care - To provide quality services that are what our students, families and staff want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others

Valuing Diversity -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description prepared/updated

June 2026

Job Description prepared by

Ruth MacLeod

PERSON SPECIFICATION

Department Woodbridge College

Job Title College Support Level 1

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
1.1	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Application Form/Interview
1.2	Ability to build effective working relationships with all students and colleagues	Application Form/Interview
1.3	Ability to promote a positive ethos and role model positive attributes	Application Form/Interview
1.4	Good personal numeracy and literacy skills	Assessment
1.5	Awareness and basic understanding of college curriculum (within specified age range of subject area)	Application Form/Interview
1.6	Understanding of basic technology – computer, photocopier	Application Form/Assessment
1.7	Experience of working with &/or caring for young adults (within specified age range) Experience of working with young adults with disabilities is a desirable but not essential requirement for this post	Application Form/Interview
1.8	Customer Care - Listen and respond to the needs of individual students, their families as part of a multi disciplinary team	Application Form/Interview
1.9	Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
1.10	Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others	Application Form/Interview

2. Experience/Qualifications/Training etc	
2.1 Requirement to complete relevant training e.g. Moving and Handling, Team Teach physical intervention	Interview
2.2 Willingness to participate in other relevant training and development opportunities Must hold a driving licence and be willing to drive students in their own car. Business Insurance will need to be included on personal car insurance.	Interview Application Form/Interview
3. Work Related Circumstances – Professional Values & Practices	
3.1 High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their functional skills	Application Form & Interview
3.2 Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3 Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work	Application Form & Interview
3.4 Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.5 Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	Application Form & Interview
3.6 Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
1.1 Willingness to undertake appointed person certificate in First Aid	Application
1.2 Experience working with & / caring with young adults within an educational setting	
1.3 Able to offer particular skill / area of interest e.g. Cooking, Art	
2. Experience/Qualifications/Training etc	
2.1 Willingness to undertake appointed person certificate in First Aid	

Woodbridge College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.

Note to Applicants: **Please try to show in your application form, how best you meet these requirements**