# JOB DESCRIPTION

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| **Post:** | **Teaching Assistant Co-ordinator** |
| **Responsible to:** | **Faculty Manager** |

**GENERAL**

In order that the best performance and outcomes can be achieved by students and by the college, all

staff will operate and perform within a framework of transparency, respect, and positive challenge; trusting and supporting each other and the teams with whom they work. All staff are expected to be flexible in their approach, co-operate, be pro-active, responsive to changing demands and responsibilities and be passionate about the success of the college.

**Job Purpose**

To work in the interests of students and in accordance with the College’s policies and values.

To support and co-ordinate the teaching assistants’ team on a daily basis.To support and assist studentswith Learning Difficulties and Disabilities in accordance with the aims of the department.

To work as part of a team and aid with the day to day running of the department under the direction of the Faculty Manager while observing confidentiality.

**Specific Duties**

1. **Core Responsibilities**

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|  | To act as line manager to Learning Support Assistants / Teaching Assistants.  Complete appraisals/annual reviews / agree targets for quality improvement  Consult regularly with every teaching assistant in a 1:1  To provide support to students with complex learning difficulties both in and out of classroom situations.  Write/Update support timetables on a daily basis or as and when required.  To monitor sickness and collate sickness records for teaching assistants and forward rturn to work forms to HR. |
|  | Liaise with subject teachers to identify areas of need and assist in the development of learning strategies to address these |
|  | To assist, under the supervision of the teacher, in the teaching of individuals or groups of students in all subjects (including numeracy, communications and IT). |
|  | To supervise students with learning difficulties and disabilities participating in physical activities either within or outside the Recreation Centre. |
|  | To act as an escort on visits outside of the College. |
|  | Tohold regular team meetings and raise any issues/concerns in culstation with the Faculty Manager. |
|  | To provide administrative assistance as required. |
|  | To liaise with management and staff, parents and other agencies. |
|  | To assist in the support of work experience placements for students |
|  | To promote the social and personal development of each individual whilst respecting the students’ dignity and privacy |
|  | To ensure the continuous monitoring, recording and reporting of students progress and needs reporting to Line Manager. |
|  | Have a positive attitude towards students and high expectations of them. |
|  | To maintain an awareness of students special needs or difficulties and consult with other team members to address these including the positive management of behaviour. |
|  | To assist with personal care needs as necessary |
|  | To attend INSET and undertake other training related to career development as required. |
|  | To promote general understanding of inclusive learning and Learning Support both within and outside of the College. |
|  | You may be requested to carry out a lesson in the absence of a teacher:   * if no additional teaching qualification, lesson to be planned by teacher accompanied by another Teaching Assistant. |
|  | To be flexible with the timetable and be prepared to change classes when directed. |
|  | To recognise the sensitive nature of the work and have due regard for confidentiality. |
|  | To undertake any other duties or to work in other departments as may reasonably be required. |
|  | Co-ordinate the day to day running of the Teaching Assistants Team including duty rota, liaison with the Faculty Manager and other teaching staff. |
|  | Ensure Teaching Assistants undertaking their duties. |
|  | Participate in the appointment and induction process for teaching assistants. |
|  | Undertake mentoring and teaching assistant development work as necessary, contributing to appraisals as required. |
|  | Attend regular team meetings and raise any issues/concerns in consultation with Faculty Manager. |
|  | Consult regularly with Faculty Manager to discuss issues as they arise in the department |
|  | Provide guidance to Teaching Assistants in all aspects of their work. |
|  | Liase with Student Transport Administrator to raise any issues regading transport with LDD teaching assistants students. |
|  | Undertake any such duties as is reasonably required by a Faculty Manager.  To attend external college activities when required e.g. parents evening / open evenings.  Monitor and review EHCP targets are being met from a support perspective. |
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1. **General Duties**

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|  | Contribute to the overall smooth running and well-being of the College. |
|  | Participate in a programme of professional development, including up-dating. |
|  | Adhere to health and safety policies and procedures in force within the College. |
|  | Abide by College policies in relation to dealings with staff and students, e.g. Communications, equality and diversity, and employment policies. |

As a term of your employment you may be required to undertake such other duties as may be reasonably required of you, commensurate with your grade, at any of the College sites.

### PERSON SPECIFICATION

It is **essential** that the person appointed has:

* To have experience of working with and being able to relate to students with learning difficulties and disabilities.
* To be prepared to support and assist students with learning difficulties and disabilities in accordance with the aims of the Department, encouraging students to gain independence.
* Good command of literacy and numeracy.
* To have good interpersonal and communication skills
* To be prepared to work as part of a team.
* To be able to liaise with others and represent the views of the team
* To be flexible and highly adaptable so as to meet the needs of the Department and able to work under pressure
* To be open and honest
* To respect the need for confidentiality
* To assist with students who have personal care requirements
* To be prepared to attend meetings as required
* To have a sense of humour

It is **desirable** that the person appointed has:

* To have previous experience of organising and supervising a staff team
* To be doing or recently have done some training relevant to the post
* To have some knowledge of and be able to use new technologies.
* To have some knowledge of the curriculum offered in the Department
* To be unshockable
* To have knowledge of positive behaviour management.
* To be a first aider
* Ability to drive minibus

### Conditions of Service

The main conditions of service will be as follows:

**Contract** 37 hours x 52 weeks.

**Payment** Monthly payments direct to bank via BACS.

**Medical** A medical questionnaire must be completed, and the appointment will be subject to medical clearance.

**CRB** All employees undergo a Criminal Records Bureau (CRB) check. Copies of the Criminal Records Bureau Code of Practice and the College’s policy on the ‘Secure Storage, Handling, Use, Retention & Disposal of Criminal Record Bureau (CRB) Disclosures and Disclosure Information’ are available on request.

**Smoking** Totton College has a non-smoking policy

**Pension** Employees are automatically admitted to either the Teachers’ Pension Scheme or the Local Government Pension Scheme subject to previous service. Details can be obtained from the College on appointment.

The details shown under this section are for broad information only and must not be taken as a full contract of employment.

**SAFEGUARDING:** Totton College is committed to ensuring the well being of all young people and vulnerable adults in its care.

**EQUAL OPPORTUNITIES:** Totton College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

**✓✓ Totton College is committed to good practice in employing people with disabilities. To this end the College will:**

\* Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.

\* Ask employees with disabilities at least once a year what can be done to be sure that they can develop and use their abilities at work.

\* Make every effort when employees become disabled to make sure they stay in employment.

\* Make sure key employees develop the awareness of disability needed to make this commitment work.

\* Review these commitments annually.

Name of post-holder:

Signature of post-holder: Date:

Signature of Faculty Head/Manager: Date: