



Job Description

Job Title:	Support Assistant/Trainee Teacher
Responsible to:	Managing Director
Reports to:	General Manager
Hours:	full time 37.5 hours/week
Salary:	£9,700 to £15,000 dependent on experience and qualifications
Annual Leave:	25 days + Bank Holidays

Key Purpose: To support the training staff and learners in the delivery of vocational teaching and learning to groups of learners over a range of courses whilst studying part time to gain the Diploma to Teach in the Lifelong Learning Sector qualification (2 years 1 day per week). To be an active and flexible team member promoting positive behaviour and learning experiences with enthusiasm in accordance with ACE's ethos and operating procedures, policies and corporate strategy.

Core Responsibilities:

- To ensure the health, safety, safeguarding and well-being of learners, staff and visitors to the Centre in accordance with ACE's operating policies.
- To support the teaching staff in the delivery of teaching and learning.
- To support the teaching staff in the planning and preparing of all learning activities
- To support the learners and find creative ways to achieve learning across the levels for individuals (Especially those with additional needs)
- To assist learners with the implementation of individual learning plans (ILP's) and behaviour plans, dealing promptly with behaviour, conflict and incidents in line with both the individuals plans and ACE's policies.
- To positively engage with all learners including those who display challenging behaviours, enabling learners to be treated as individuals in a person-centred manner, while encouraging learners to take responsibility for their behaviour.

- To work as part of ACE's team to manage learner's behaviour on site, in accordance with ACE's ethos, code of conduct, behaviours and rewards policy and the overriding corporate strategy.
- To attend to the personal and social needs of the learners.
- To support other staff where needed across ACE's core activities.
- To communicate and record any incidents, points of concern and behaviour triggers to the ACE team for the purpose of both record keeping and developing positive ways to manage individual's behaviours.
- Contribute to and participate in the whole organisation's (ACE's) performance, leading by example and working as part of a team.

Other Responsibilities

- To ensure that all staff and learners are aware of and comply with ACE's safeguarding requirements and comply with ACE's safeguarding policies and practices.
- To contribute to and undertake risk assessments of both activities and students.
- To undertake Continual Professional Development (CPD) some of which you may be required to undertake in your own time, ensuring that all vocational and teaching and learning knowledge is current and up to date.

Other Duties

The post holder may be required to perform duties other than those outlined in the job description. The particular duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or level of responsibility entailed. The post holder may, at times, be required to work outside of normal office hours or at weekends. Such variations would not in themselves justify the re-evaluation of the post.

Person Specification

Qualifications

Essential	Desirable
Proven experience of working with young people within a support or learning environment.	Vocational sector specific qualification or experience of industry specific to taught areas or a first degree.
GCSE (or equivalent) English and maths	Hold or working towards a Teaching Assistant qualification. Hold or working towards a supporting people qualification.
	IT qualification at level 2 or above
	First Aid Training
	Youth work / Working with Young people qualification
	Information advice and guidance qualification or proven experience.

Experience

Essential	Desirable
	Experience of supporting learners in a vocational sector specific area. Industry specific work experience.
Experience in instructing or coaching groups or individuals	Experience in teaching, mentoring or supporting people to learn.
	Experience of communication, recording and providing feedback
	Ability to creatively support people to achieve learning outcomes through assessment
Experience in working with difficult to reach people	Experience in working with individuals and groups who are disengaged from learning

	Experience of working with people who are vulnerable with possible multiple needs and or behaviour issues.
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Skills and Knowledge

Essential	Desirable
Proven track record in working with people in a positive way	Ability to plan and prepare work in advance
Excellent communication and negotiation skills.	
Ability to support teaching and learning within the vocational areas	
Ability to support and motivate learners	
Understanding the importance of equality and diversity and safeguarding procedures	

Other Qualities

Essential	Desirable
Reliable, adaptable and flexible	Willing to take an active role in implementing ACE's ethos in accordance with the Corporate Strategy
A pro-active approach which demonstrates drive and enthusiasm	Enthusiasm for support ACE's development
Team player	Ability to manage a varied work load
Commitment to own professional development and participation in staff development activities	
Open, honest and trustworthy	
Empathetic, with the ability to motivate other staff and learners as part of a team	Ability deal with conflict to promote positive outcomes

Police and Reference Enquiries

All appointments are made subject to satisfactory police and reference checks prior to appointment and you will be required to complete an Enhanced Disclosure and Barring Service application form and evidence of identity must be provided.

Equal Opportunities

ACE is committed to ensuring that staff are appointed on the basis of merit, regardless of ethnic origin, gender or disability, sexual orientation, race, colour, nationality (within current legislation) Marital status, caring or parental responsibilities, ages or personal beliefs on matters such as religion and politics.