

## Job Description

<b>Job Title:</b>	Teaching Assistant
<b>Responsible to:</b>	CEO
<b>Reports to:</b>	Managing Director
<b>Hours:</b>	24-30 hours per week (term time only, job share available)
<b>Salary:</b>	£10.67-£12.00 per hour (dependent on age & experience)
<b>Annual Leave:</b>	30 days plus bank holidays (pro-rata)

### Key Purpose:

- 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 deliver high quality teaching and learning over a range of courses and levels.
- To support all learners in achieving their potential by taking a pro-active, enthusiastic and flexible approach in accordance with ACE's ethos and operating procedures, policies and corporate strategy.
- To actively participate and contribute within the ACE staff team to ensure our vision, aims and ethos can be achieved each and every day

### Core Responsibilities:

- To support the teaching staff in the planning and preparing of all learning activities.
- To support the teaching staff in the delivery of teaching and learning.
- To lead on small group work.
- 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 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.

## **ACE's vision, aims and ethos**

### **OUR VISION**

To do the very best we can for each and every one of our students so that individually we make a difference, but collectively we change society for the better

### **OUR AIM**

To provide opportunities for learning; supporting people to gain skills, qualifications and develop confidence to enable them to take up their place in society

### **ETHOS**

To provide an individualised approach to understand and meet the needs of each student; working in partnership with the student, their families and carers, their school and other relevant agencies to provide the best possible help and support to re-engage people who are in danger of being marginalised in society

## 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.
GCSE (or equivalent) English and maths	Hold or working towards a Teaching Assistant qualification. Hold or working towards a supporting people qualification.
	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 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 individuals and groups who are disengaged from learning
	Experience of working with people who are vulnerable with possible multiple needs and or behaviour issues.

## 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 workload
Commitment to own professional development and participation in staff development activities	Knowledge of educational programmes.
Open, honest and trustworthy	Ability deal with conflict to promote positive outcomes
Empathetic, with the ability to motivate other staff and learners as part of a team	

## Police and Reference Enquiries

All appointments are made subject to satisfactory police and reference checks prior to appointment, 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 based on 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.