

## **CITY COLLEGE PETERBOROUGH**

### **Teaching Assistant**

Term Time Only – 35 Hours Per Week  
NJC Scale 3 £18,516 – £18,887 Pro rata

### **OVERVIEW OF THE ROLE**

The role is viewed as being key in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

### **ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER**

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of applications: 9<sup>th</sup> October 2020 5pm**

**Interviews will be held: w/c 12<sup>th</sup> October 2020**

## **CITY COLLEGE PETERBOROUGH**

### **JOB DESCRIPTION**

**LEA Division:** City College Peterborough (CCP)  
**Department:** Supported Adult Learning Department  
**Grade:** NJC Scale 3 £18,516 – £18,887 Pro rata  
**Reports to:** Advanced Practitioner Support  
**Job Title:** Teaching Assistant

### **JOB PURPOSE**

To assist the course tutor. To work under the tutor's instructions to the Service's Quality Framework during formal scheduled teaching and learner assessment. To ensure a positive and successful learning experience to the young people inside and outside of the classroom. To participate in meetings and professional development.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Undertake the role of Learning Support Assistant inside and outside of the classroom in order to provide high quality support, including personal care and out of class support, to young people on LLDD programmes
2. To assist the tutor to ensure the course offers genuine Equal Opportunities to all learners
3. To assist the tutor to ensure that learners are aware of any health and safety considerations, including an awareness of individual risk assessments, relevant to the course and teaching environment.
4. To assist the tutor to ensure that, where applicable, the Course complies with the College's Child / Vulnerable Adult Protection Policy.
5. To complete and maintain a personal Continuous Professional Development (CPD) Log.
6. Contribute to the behavior management of the learners.
7. To support and motivate learners who may have additional learning or social needs.
8. Participate in ensuring the safeguarding of children and vulnerable adults
9. Participate in maintaining the Investors in People (IIP) and MATRIX IAG Standards
10. Participate in achieving a minimum grade 2 Ofsted inspection

### **GENERAL DUTIES**

1. To ensure that the Service/Colleges policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service

3. To promote high standards of Health, Safety and Welfare, ensuring that the Service/College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Principal.

## **VARIATION CLAUSE**

This is a description of the post, as it is constituted at the date shown. It is the practice of this Service/College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

## **FLEXIBILITY CLAUSE**

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

<b>Description prepared by:</b>	Tanya Meadows Vice Principal	<b>Date:</b>	June 2015
<b>Description authorized by:</b>	Pat Carrington (Head of Service/Principal)	<b>Date:</b>	June 2015

**Peterborough Adult Learning Service  
CITY COLLEGE PETERBOROUGH**

**PERSON SPECIFICATION**

**LEA Division:** City College Peterborough (CCP)  
**Department:** Study Programme department  
**Grade:** NJC Scale 3 £18,516 – £18,887 Pro rata  
**Reports to:** Advanced Practitioner Support  
**Job Title:** Teaching Assistant

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>KNOWLEDGE</b>	Proven knowledge of: <ul style="list-style-type: none"> <li>• Working with people with learning disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Further Education</li> <li>• Knowledge of Ofsted</li> <li>• SEN/EHC</li> <li>• Autistic Spectrum Disorder</li> <li>• Storage and use of medicines</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	Proven ability in: <ul style="list-style-type: none"> <li>• Ability to relate confidently and successfully to people of all ages, backgrounds and abilities</li> <li>• Excellent oral and written communication skills</li> <li>• Have a positive regard for young people treating them with respect becoming a positive role model for learners.</li> <li>• Highly motivated and committed to achieving excellence</li> <li>• Leading by example</li> <li>• Demonstrating a can do attitude</li> <li>• Doing what is needed to get the job done</li> <li>• Putting the organization at the heart of everything we do</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaken risk assessments</li> </ul>
<b>EXPERIENCE</b>	Proven experience in: <ul style="list-style-type: none"> <li>• Working with people with differing levels of ability</li> <li>• Administering Personal Care</li> </ul>	<ul style="list-style-type: none"> <li>• Managing challenging behaviour</li> </ul>

		<ul style="list-style-type: none"> <li>• Coaching and Mentoring</li> <li>• Epipen trained</li> </ul>
<b>QUALIFICATIONS</b>	Educated to Level 2 standard maths and English.	<ul style="list-style-type: none"> <li>• Learning Support qualification</li> <li>• First aider, with some specialist LLDD knowledge (epilepsy)</li> <li>• ICT qualification eg ECDL, ITQ</li> </ul>
<b>EQUALITY AND DIVERSITY</b>	Proven practice in: <ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities</li> </ul>	
<b>SAFEGUARDING</b>	Proven practice in: <ul style="list-style-type: none"> <li>• Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults</li> </ul>	
<b>CUSTOMER CARE</b>	Proven practice in: <ul style="list-style-type: none"> <li>• the understanding and practice of effective customer (learner and staff) care</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Willing to participate in training for professional development</li> <li>• Adaptable and available to work such hours as reasonably necessary for the performance of duties</li> <li>• Live within easy travelling distance of the workplace</li> </ul>	