

ROLE PROFILE

General Details	
Job Title	Teaching Assistant/Vocational Activity Instructor
Vacancy Number	VN517
Department	Kickstart Academy
Reporting to	Head of Kickstart Academy KS4 PRU
Responsible for	No direct reports
Place of work	Telford College, Kickstart Academy
Tenure	Permanent
Hours/FTE	34.5 hours per week
Salary	£17,489 pro rata (£13,783.33 actual)
Working weeks	39 weeks
Terms & Conditions	Business Support
DBS	Enhanced
Closing Date	Applicants to be reviewed on an on-going basis
Interview Date	To be confirmed

The Post

The purpose of the post is to work under the direction of teaching/senior staff, to implement agreed work programs with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes on occasions and may take lead with groups of students within a vocational setting. Our vocational curriculum incorporates activities such as outdoor education, boxing, cooking and sport, with the successful candidate being heavily involved in the delivery of this curriculum. The primary focus will be to engage pupils and keep pupils on task.

Main Duties and Responsibilities

The successful applicant will be expected to:

Support for pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of individual education plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for teachers

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Our vocational activity incorporates activities such as outdoor activities, boxing, cooking and sport, the successful candidate would be expected to lead and be responsible for groups of learners whilst at vocational curriculum activities.

Support for the PRU

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- Carry out any other appropriate additional duties as requested.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of Kickstart Academy.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Participate in Kickstart Academy's appraisal process and engage in continuous professional development.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, child protection, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.
- Carry out all the duties in the context of the practical application of the Kickstart Academy equal opportunities policy, child protection and safeguarding policy and acting responsibly at all times in order to maintain the health and safety of yourself and others.

This Role Profile is current as the date shown. It is liable to variation to reflect changes in the job.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

	Essential	Desirable	Evidence
1. NVQ Level 2 qualification or equivalent for Teaching Assistants		✓	A/C
2. Excellent literacy/numeracy skills	✓		A/I
3. Experience of supporting young people in an educational/classroom or vocational environment	✓		A
4. Training in relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE	✓		A/I
5. Basic level of IT skills	✓		A
6. Working knowledge of national/foundation stage curriculum and other relevant learning programmes	✓		A/I
7. Understanding of principles of child development and learning processes		✓	A/I

8. Ability to self-evaluate learning needs and actively seek learning opportunities		✓	I
9. Ability to relate well to children and adults	✓		I
10. An understanding of and commitment to diversity and equality of opportunity	✓		I
11. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I
12. Level 2 qualification (GCSE A* - C, or equivalent) in Maths and English or a willingness to attain these qualifications with the support of Kickstart Academy	✓		A/C

ADDITIONAL INFORMATION

Applications

All sections of the application form should be completed and returned to the Human Resources, Telford College, Haybridge Road, Wellington, Telford, Shropshire, TF1 2NP or emailed to jobs@telfordcollege.ac.uk.

A curriculum vitae will not be accepted.

Selection

Full consideration is given to every application.

Applicants called for interview will be invited to attend Kickstart Academy to participate in a planned selection programme. Details of this programme will be sent to short-listed candidates.

Closing Date

Please return applications by the closing date specified above.

Conditions of Appointment

All Appointments to Kickstart Academy are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by Kickstart Academy
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The Kickstart Academy policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Kickstart Academy complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. Kickstart Academy has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

Kickstart Academy is an equal opportunities employer and encourages applications from all sections of the community.

Kickstart Academy welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

Kickstart Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

