



Harrison College – Teaching Assistant

Job Description

Post Title: Teaching Assistant
Responsible to: Teacher

Introduction

Harrison College aims to develop a high quality, learner centred provision focussing on individual success, excellence and securing opportunities for the future via a business and enterprise specialism. The provision will be a Specialist Post 16 Institution for learners leaving Year 11 or Year 13 mainstream education with an EHCP.

Vision

A specialist post-16 institution providing a challenging, future focussed provision.

Mission

To create an inclusive, business and enterprise provision where learners can thrive, placing no limits on what can be achieved no matter their background or starting point, leading to a secure and prosperous future.

Values

Lead, Believe, Achieve, Exceed

Lead

Inspire yourself and others to do more, learn more and become more

“The people who are crazy enough to think they can change the world are the ones that do.” Steve Jobs

Believe

Believe in yourself and all that you are. Know that there is something greater inside you than any obstacles in your way

“Believe in yourself and you are halfway there” Theodore Roosevelt

Achieve

Have the strength of character to believe that no limits can be placed on what you can achieve

“Success isn’t about how much money you make; it’s about the difference you make to people’s lives.”

Michelle Obama

Exceed

Expectations of us are there to be broken, our dreams are there to be realised

“We are what we repeatedly do. Excellence therefore is not an act but a habit.” Aristotle

Core Purpose

To assist the service in the provision of Further Education and Vocational programmes and instruction to students at the service aged 16 and over. The job involves; working closely with the Principal, other tutors and employees within the multidisciplinary setting. The role also calls upon the skills required to manage and review the learning and attainment for the adult provision with the remit of the post. A key element of this post is seen as the supervision, appraisal and mentoring of employees falling within line management responsibilities.

In addition to meeting selected Teacher Standards Part 1 and Part 2:

- To promote and safeguard the welfare of students.
- To contribute to the development of students to enable them to reach their fullest potential by providing a stimulating and varied environment.
- To create opportunities to improve social skills and behaviour by developing behaviour management strategies under an agreed system of supervision.
- To be a positive role model for students and encourage students to help develop a sense of identity, self-worth and independence.
- To work within and promote the policies and procedures of Harrison College Ltd including the safeguarding policy. To maintain confidentiality regarding students, staff and College as a whole.
- To report to your line manager or other appropriate persons, malpractice in accordance with The Ridge policies.
- To develop positive one to one 'mentoring' relationships with identified students, as required, in order to help achieve action plan targets.
- To work with identified students in a focused and inclusive way. This would include attending to the students' personal needs including social, health, physical, hygiene and general welfare. Ensure students' safety and access to learning by responding to individual needs.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with session plans. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student needs.
- Use strategies, in liaison with the teaching staff, to support students to achieve learning goals, as required
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Support planning, evaluating and adjusting work plans as appropriate
- Be responsible for keeping and updating records as agreed with the tutors/leads
- Promote positive values, attitudes and behaviour, dealing promptly with conflict and incidents. Encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed within your role/responsibility and participate in feedback sessions as directed.
- Use ICT effectively to support learning.
- Provide admin/clerical support as directed e.g. produce worksheets for agreed activities.
- Be aware of and comply with policies and procedures relating to Protection of Vulnerable Adults and Children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

- Contribute to the overall ethos/work/aims of the College
- Establish constructive relationships and communicate with other agencies/professionals in liaison with teaching staff to support achievement and progress of students.
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise your 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
- Supervise students on visits, trips and out of college learning activities as required.

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

The Board of Directors retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.