



Job Description

Post Title: Teaching Assistant
Responsible to: Assistant Principal

Introduction

Harrison College is an award-winning Post 16 Specialist provision specialising in business, enterprise and employability. Our priority focus is on learners aged 16-25 leaving mainstream education, with an EHCP, Autism diagnosis and/or a Special Educational Need.

We focus on preparing young people for successful employment in their adult life by providing a skills based curriculum which embodies the Harrison College values of Lead, Believe, Achieve and Exceed. We deliver a high quality, future focussed provision, supporting and preparing students to develop the skills required by employers, through a structured programme of internships and an abundance of employer interactions which are interweaved into real life career opportunities throughout their learner journey. Our aim is to secure the best possible future for them by securing an inclusive and supportive environment of high expectations and standards where learners can thrive, placing no limits on what can be achieved.

Vision

A specialist post-16 college 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

Teaching Assistants under the guidance of the teachers, will support Harrison College and its wider team to deliver on its vision to provide challenging, relevant and innovative learning experiences for students, which support individual progression and preparation for adulthood and employment. You will assist and provide guidance to learners within a classroom setting, outdoor environments, project-based learning and employer relevant environments. Your strategies, interventions and support will embody and uphold Harrison College's vision and culture of high expectations and workplace behaviours where the students will be encouraged to develop the values of Lead, Believe, Achieve and Exceed. **Your outlook and ethos will be guided by your desire to introduce strategies and processes that our learners can transfer into the world of work and adult life, in order to help them overcome specific barriers and move towards independence that will support them to thrive and achieve in their future career steps.**

For qualified teachers you will be expected to meet the Teacher Standards Part 1 and 2. Non-qualified teachers should be working towards these teacher expectations and be expected to work towards meeting those standards in all areas of your work.

Core responsibilities:

- To support teachers and other staff in delivering sessions in order to enhance and promote student progress and achievement by creating and maintaining a purposeful, orderly and supportive environment, in accordance with session plans.
- To meet weekly, and as and when necessary, with teachers in order to plan and review the session delivery and respond to students' needs.
- To attend and take part in weekly meetings as specified and participate fully and positively in the wider life and ethos of the college
- To promote and safeguard the welfare of students by creating safe and inclusive environments fostering respect and acceptance of others.
- To contribute to the development of students to enable them to reach their fullest potential by promoting the development of a skills based curriculum
- To create opportunities to improve social skills, interactions and behaviour by developing behaviour management strategies under an agreed system of supervision.
- To work with identified students in a focused and inclusive way implementing the recommended support strategies and interventions specified in the EHCP and support plans.
- Responding to individual needs, to ensure their access and engagement with learning, suggesting and adjusting work plans as appropriate.
- Act as a key person, safe person or learning mentor for specific students in a small group or 1:1 capacity with the remit of developing confidence, self esteem and coping strategies.
- To be a positive role model for students and encourage students to help develop a sense of identity, self-worth, and independence.
- Supervise students on visits, trips and out of college learning activities as required ensuring risk assessments and all H&S requirements are adhered to.
- Liaise sensitively and effectively with parents/carers as agreed within your role/responsibility and participate in feedback sessions as directed.
- Challenge appropriately and sensitively to ensure high expectations, high aspirations and a 'no excuses' culture is consistently applied.
- 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, reporting immediately any concerns to the appropriate channels and using the CPOM's reporting system.
- Understand the SEND Code of Practice and relevant KCSIE policies in order to keep learners safe and operate within the expectations and professional boundaries of a responsible adult.
- Contribute regularly and as required to relevant tracking and completion of student documentation, SEN reviews and progress updates using College systems and procedures.
- Any other duties as required by the Principal or senior leadership team.

It is an expectation that all staff take responsibility for their own independent CPD, and undertake regular role-specific training, updates and competencies. All staff are required to uphold and comply with Safeguarding policies.

The teaching assistant 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.