

## **Senior Teaching Aide Work Start**

### **Job Description**

#### **PURPOSE OF THE POST**

To deputise for lecturers to provide educational activities for adults with learning difficulties and disabilities or barriers to learning.

The Senior Teaching Aide will be required to prepare, plan and implement up to 350 hours per year of acting up to cover lecturers' non-contact and/or running of programmes, ensuring high quality of provision.

#### **REPORTING RELATIONSHIPS**

The Senior Teaching Aide will report to their direct Manager

#### **DUTIES AND RESPONSIBILITIES**

1. To deputise for the lecturer when absent and to cover the lecturer's non-contact sessions and/or to act as a lecturer for a designated course.
2. To ensure that an effective level of support is on offer to encourage and enable students to participate fully in employability activities, including supporting students who communicate using alternative methods.
3. To liaise, as required, with direct care staff, medical staff, and other agencies as appropriate
4. To assist in the design and implementation of employability programmes, session and course plans, by providing feedback and initiating own ideas, comments.
5. To operate educational aids, e.g. DVDs, CDs and other audio/visual aids.
6. To record students' progress on programmes.
7. To contribute to the evaluation and monitoring process.
8. To undertake personal/intimate care of students, if required, which may involve heavy manual handling/hoisting.
9. To assist with enquiries from parents, outside agencies, etc.

10. To ensure that specialist and other College equipment is cleaned, serviced and maintained at regular intervals.
11. To assist with the delivery of functional skills maths, English and ICT up to Level 2.
12. To invigilate exams and have an excellent understanding of internally verifying external qualifications.
13. To take responsibility for the co-ordination and monitoring of the work of other team members.
14. To plan, implement, take responsibility for groups of students/staff during extra curricula activities.
15. To liaise with other staff in order to co-ordinate and effect teamwork.
16. To support and train other staff.
17. On occasion and after training, to give students their medication.
18. To actively promote the safeguarding and well-being of learners with learning difficulties and disabilities, who may communicate using challenging behaviour.
19. To actively promote equality and diversity, recognize and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
20. To carry out the responsibilities of this post with due regard to the College's Equality and Diversity Policy, Safeguarding policies, Health and Safety Policy and all other College policies and procedures.
21. To make use of ICT in undertaking the duties of the role and as required in the course of employment.
22. To make regular use of training, development and self-assessment processes to improve the quality of work.
23. To undertake such other duties of a similar nature from time to time as may be required by the Principal.

## **OTHER INFORMATION**

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.

*This college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

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### **Person Specification**

1. Do you have successful experience of working with learners with learning difficulties and disabilities or barriers to learning in an education setting?
2. Do you have a qualification in Preparing to Teach in the Lifelong Learning Sector (PTLLS) or willingness to undertake the qualification in future.
3. Do you have evidence of relevant training and/or qualifications, including training relating to teaching?
4. Able to ensure that all learners are enabled to access the employability curriculum, including those who use challenging behaviours to communicate.
5. Can you provide examples of planning and lead teaching employability sessions?
6. Ability to demonstrate the Orchard Hill College and Academy Trust's core principles in practice.
7. Please provide evidence of clear written skills appropriate to recording and reporting learner achievements in a specific and measurable format?
8. Ability to work successfully within a team as well as using own initiative to time manage work-related tasks appropriately.
9. Strong interpersonal skills and professional presentation appropriate to working with professionals from other organisations, parents, carers, advocates and others.
10. Able to demonstrate effective evaluation skills in order to evaluate own performance and improve, as well as to guide and support the development of colleagues, including providing training to other staff.
11. Able to take responsibility for ensuring that learners, colleagues, the learning environment and resources are safeguarded.
12. Commitment to improving the quality of own teaching and learning through full participation in the Orchard Hill College and Academy Trust's quality assurance processes.
13. Able to communicate effectively with colleagues and external people in such a way as to engender their respect.
14. Ability to actively promote Equality and Diversity.