

## **TEACHING ASSISTANT JOB DESCRIPTION**

**Job Title:** Teaching assistant

**Office:** Cambridgeshire Skills

**Directorate:** People and Communities

**Reports to:** Curriculum Co-ordinator

**Location:** Various

**Hours:** 15 per week

**Job Purpose:** To provide learning support and assistance to individuals and groups of adults or intergenerational groups participating in learning programmes being delivered in a variety of venues across Cambridgeshire. The support will include the development of basic and vocational skills in accordance with awarding body guidance. To facilitate the learners participation in academic and social processes of the service and to help raise standards of achievement for all.

### **Principle Accountabilities:**

1. To assist in the assessment and diagnosis of maths, English and other support needs of individuals/groups of learners under the direction of the Tutor.
2. To assist identified learners in the classroom with their learning by providing appropriate support under the direction of the Tutor including for speakers of other languages and adults with learning difficulties or disabilities.
3. To be involved in a planning cycle with the appropriate Tutors regarding the needs of participating learners.
4. To assist learners accessing additional learning resources and materials.
5. To assist the Tutor to deliver and monitor the support offered to learners and keep appropriate records as directed.
6. To contribute towards the Quality Assurance and Self-Assessment Report process of Cambridgeshire Skills and comply with legal and organisational requirements.
7. To participate in staff meetings per year, staff development and annual review scheme as are necessary to carry out the duties of the job description.

## **TEACHING ASSISTANT PERSON SPECIFICATION**

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

### Education, Qualifications & Training

#### **Essential:**

- GCSE in Maths, English or equivalent, A-C grade (Level 2)
- Basic knowledge of Health & Safety and Safeguarding risks in a teaching environment.
- ICT

#### **Desirable:**

- Accredited teaching Assistant qualification at NVQ level 2 (or equivalent).
- Basic understanding of education processes and curricula.

### Demonstrate experience in supporting Adult Experience

#### **Essential:**

- Demonstrate experience in supporting adult learning in 1:1 and group settings.
- Experience of supporting delivery of English, maths, ESOL, employability, IT or Vocational programmes.

#### **Desirable:**

- Previous experience of working with hard to reach adults, adults with learning difficulties or disabilities or adults with English as a Second or other Language.
- Experience of supporting adults to achieve accreditation.

### Skills and Attributes

#### **Essential:**

- Demonstrate a flexible approach.
- Build strong relationships with learners, colleagues and partners.
- Good written and verbal skills.
- Able to follow instructions.
- Able to develop clear and logical approach to work.
- Good at solving problems
- Ability to check work for accuracy and quality standards.
- Maintain professionalism at all times.
- Maintain confidentiality at all times.
- Maintain and strengthen relationships with outside agencies.

