

## **Newbattle Abbey College**

**Post:** Class Teaching Assistant

**Responsible to:** Student Wellbeing and Support Lead

### **JOB DESCRIPTION**

#### **Purpose of Job**

In conjunction with the Student Wellbeing and Support Lead build and maintain strong relationships with Student Support and Teaching staff in order to facilitate effective support for students with additional support needs.

#### **Major Tasks/Job Activities**

- 1 . Working alongside teaching staff to implement inclusive strategies which promote positive behaviour and minimise barriers to learning within all learning and teaching.
2. In conjunction with teaching staff and Student Support staff provide high quality support and advice throughout the students' journey, from pre entry through to progression.
3. In conjunction with Student Support staff build and maintain strong relationships with key Learning & Teaching staff in order to facilitate effective support for students with additional support needs.
4. Working alongside teaching staff to support students with complex learning needs to identify barriers and challenges to learning.
5. Working alongside teaching staff to implement inclusive strategies which promote positive behaviour and minimise barriers to learning within all learning and teaching environments.
6. Facilitate students' access to resources and technologies to enable accessible learning and teaching opportunities for students with additional needs.
7. Support students through prompting, prioritising workload, and if required in the use of assistive technologies.
8. Working with teaching staff to adapt and modify learning materials and assist in the development and researching of new resources e.g. using technology to enhance materials in relation to individual support needs.
9. Be aware of all Health and Safety guidelines within the Rural Skills and college environment. Work with the lecturers to implement medical and safe fire evacuation information in order to support the needs of students who require assistance.

10. Support Learning & Teaching staff to ensure there are appropriate, effective and seamless assessment arrangements for students with additional support needs.
11. Provide support that will enable individual students that may have personal care needs or mobility difficulties to access the curriculum.
12. Provide appropriate support to students in order to safeguard health, safety and wellbeing at all times.
13. Any other duties in line with the role as requested by the line manager, Curriculum Manager or SMT.

**Responsible For:**

None

**Decisions made in the course of the job:**

- The post holder will act on his/her own initiative on a day to day basis and for prioritizing their workload
- The post holder is responsible to the Student Wellbeing and Support Lead
- The college staff development and review scheme will provide the framework for support, supervision and annual review

**Contacts:**

- External contacts include: Parents/carers, appropriate external support agencies
- Internal contacts include : Curriculum Manager, Lecturers and Student Support staff

<b>Education and Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• HNC or equivalent</li> </ul>	
<b>Experience and Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience of working in informal or group contexts</li> <li>• Knowledge of assistive technology to support learners</li> <li>• Experience of supporting students in a classroom environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with adult learners</li> <li>• Experience of working in Further Education</li> <li>• Knowledge of Health &amp; Safety</li> <li>• Experience with facilitating small group work</li> </ul>
<b>Skills and Ability</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Good record keeping and reporting skills</li> <li>• Ability to take initiative to support others with a solution focused mentality</li> <li>• Excellent interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the issues facing students including mental health and learning disabilities</li> </ul>