

ROCHDALE SIXTH FORM COLLEGE

**OFFICIALLY
OUTSTANDING**

Rochdale
sixth form
college

Teaching Assistant Job Description and Person Specification

Principal - Julian Appleyard

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Position of Teaching Assistant

Responsible to:	Teaching Assistant Co-ordinator
Remuneration:	All appointments will be made on the nationally agreed Sixth Form College pay spine based on qualification and experience. The salary for thisw post is Points 15 – 22 currently £15,781 - £18,311. Actual Salary £13,983 to £16,225 for term time plus 5 days.
Contract:	Term Time Only + 5 Days – Permanent
Start Date:	1st September 2017

Overall Purpose of the Post

- To implement agreed learning support with individuals/groups and support teaching staff in the learning and development of students.
- To provide detailed and specialist skills/knowledge within the field of SEN (special educational needs)/ALN (additional learning needs).

Key Duties

- Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To adapt resources in liaison with teachers prior to lessons to maximise all learning opportunities.
- Establish productive working relationships with students acting as a role model and setting high expectations.
- To give positive encouragement, feedback and praise to reinforce and sustain the student(s) efforts and develop self-reliance and self-esteem.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide guidance and assist in the training and development of staff as appropriate.
- To promote the acceptance and inclusion of the student(s) with SEN (ALN), encouraging students to interact with each other.
- To support the student(s) in developing social skills both in and out of the classroom.

- To support the use of ICT in learning activities.
- To provide regular feedback on the student(s)' learning to the teacher/s/Student Performance and Development Leader, Teaching Assistant Co-ordinator and Senior Leadership Team link, including feedback on the effectiveness of the strategies adopted.
- Where appropriate to develop a relationship to foster links between home and College, and to keep the college informed of relevant information
- To contribute and attend events including Open Evenings/Days, Presentation Ceremony, Consultation Evenings etc.

Support for the College

The Teaching Assistant will:-

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

RSFC belongs to the Sixth Form Colleges' Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

Other

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced CRB check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references.

Your terms and conditions are specified within your contract of employment.

PERSON SPECIFICATION

Criteria	Essential/ Desirable	How identified
Qualifications and Experience		
Level 2 (GCSE A* - C) in English and Maths.	E	Application form
Level 3 (A Level) or equivalent qualifications.	E	Application form
Level 3 Certificate for Teaching Assistants.	D	Application form
Knowledge of Special Educational Needs / Additional Learning Needs.	D	Application form/Interview
Experience of supporting students in a classroom environment, including those with special educational needs.	D	Application form/Interview
Skills and Knowledge		
Ability to establish positive relationships with students and empathise with their needs.	E	Application form/Interview
Ability to demonstrate active listening skills.	E	Application form/Interview
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs.	E	Application form/Interview
Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	E	Application form/Interview
Ability to offer constructive feedback to students to reinforce self-esteem.	E	Application form/Interview
Ability to deal sensitively with complex and sensitive issues.	E	Application form/Interview
Personal Qualities		
Willingness to maintain confidentiality on all college matters.	E	Application form/Interview
Ability to work effectively and supportively as a member of the college team.	E	Application form/Interview
Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the College as requested.	E	Application form/Interview
Well-presented and professional manner.	E	Application form/Interview
Demonstrable commitment to equal opportunities.	E	Application form/Interview
Willingness and ability to adapt to a wide range of duties in response to changing circumstances.	E	Application form/Interview
Committed to continuing personal and professional development.	D	Application form/Interview