



As one of the top 10 colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Teaching Assistant?**

<b>Job Title</b>	Teaching Assistant - Cross College
<b>Ref No.</b>	ME2425066
<b>Department</b>	The School of Academic and Vocational Support
<b>Reporting to</b>	Head of Teaching Assistants
<b>Location</b>	Northampton, Booth Lane Campus or Lower Mounts Campus
<b>Salary</b>	£23,445 per annum based on full time, full year hours. Actual salary will be dependent on hours and weeks worked.
<b>Hours</b>	This role is based around 15-25 hours per week over 35-36 weeks per year (individual requirements to be discussed at interview). On working days this post will be required to start at either 9am and/or be able to finish at 5pm
<b>Contract Type</b>	Permanent, Part Year

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year ***\*\*Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata\*\****
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To assist teachers, specialists and relevant colleagues in the provision and maintenance of high- quality support for students. To work under the direction of class teachers and specialist practitioners to ensure that students with additional learning needs, special educational needs and/or disabilities can access their classroom learning and a full College experience. To focus on enabling students to complete a course of study with a measurably greater degree of independence and autonomy than when they started. To assist in ensuring that the records of the support delivered to students are accurate and comply with funding regulations.

## Main Duties and Responsibilities

1. To support students with a range of additional learning needs and or physical disabilities and/or challenges under the direction of the teacher in the classroom, workshop, or other education environment. To support students on a one-one basis, in small groups as directed by the teacher.
2. To understand and implement Education Health Care Plans (EHCP) in collaboration with teachers and relevant specialist practitioners to ensure that the support delivered to students is appropriate for their needs and is enabling their progress within lessons, and towards their intended outcomes.
3. To support teachers in ensuring that all students are aware of the lesson objectives.
4. To encourage students to interact with others and engage in activities led by the teacher.
5. To support students in gaining self-confidence through encouragement and reassurance. To use support strategies as directed by the class teacher and/or specialist staff that facilitate independence, enable access to learning and integration into the life of the College.
6. To enable students to develop their ability to learn by supporting their reading, writing, comprehension, and notetaking. To support students to process information using a range of strategies as directed by the teacher; this will include breaking down complex information into more manageable chunks; and encouraging students to practice new information to strengthen memory connections.
7. To support students with the use of Information Technology (IT) and educational aids such as computers, video, communication devices under supervision as required.
8. To ensure that there are accurate records of the support delivered to students and that these are completed regularly on the appropriate College systems.
9. To act as a key link between teachers and support services to ensure all relevant staff are aware of the student support needs and the progress students are making.
10. To seek advice and guidance from teachers and specialist staff as and when required
11. To take responsibility for updating your timetable and ensuring that the information held is correct.
12. To attend staff meetings and meetings about students you support as directed by your line manager.
13. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 Special Educational Needs and Disabilities (SEND) qualification or willingness to obtain</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>An awareness of the Special Educational Needs and Disability Code of Practice 2015, and Education Health and Care Plans (EHCPs)</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Enthusiastic, motivated and committed to supporting young people</li> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of delivering high levels of customer service</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting young people in education.</li> <li></li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> <li>Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>Priorities the needs of the team, customer, and the organisation</li> <li>High degree of integrity and honesty</li> <li>Empathetic: demonstrates thoughtfulness towards others</li> <li>Resilience: able to recover from setbacks quickly</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"><li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li><li>• Positive role model for students</li></ul>	



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

