



As one of the leading 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 **Deputy Head of Teaching Assistants?**

<b>Job Title</b>	Deputy Head of Teaching Assistants
<b>Ref No.</b>	ME2425182
<b>Department</b>	School of Academic and Vocational Support
<b>Reporting to</b>	Head of Teaching Assistants
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	<p>In the range of £30,715 - £33,949 per annum pro-rata, actual salary in the range of £27,211 - £30,076 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
<b>Hours</b>	37 hours per week, 40 Weeks per year
<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 22%)
- ▶ 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 provide support to the Head of Teaching Assistants in the planning, coordination, delivery and recording of a high-quality learning support provision across the College. To assist in the deployment of resources, quality processes and performance management of cross-College Teaching Assistants. To help ensure that Teaching Assistants are efficiently deployed and that the learning support delivered to students is accurately recorded.

## Main Duties and Responsibilities

1. To assist in the planning and delivery of a high-quality cross-College learning support service.
2. To assist in the day-to-day supervision of Teaching Assistants, across multiple sites, in accordance with relevant College policies. To be responsible for directing and monitoring their work, in the absence of the Head of Teaching Assistants.
3. To cover the work of absent staff that were planned to support students with more complex needs in the mainstream provision, including personal care support.
4. To, in collaboration with the Head of Teaching Assistants, ensure new Teaching Assistants are successfully recruited and inducted and are supported to carry out their duties and responsibilities to the standards required by the College.
5. To collaborate with teachers, specialist practitioners, Curriculum Managers, and other relevant staff to develop the quality and effectiveness of learning support to ensure the best possible outcomes for students.
6. To help ensure that Teaching Assistants have opportunities to develop their practice.
7. To verify the accuracy of the collection of data, and that the records of work maintained by Teaching Assistants are of a high quality and promptly imputed onto the appropriate College systems, sharing findings with the line manager.
8. To help ensure that appropriate staff records and timetables are up-to-date and that employees scheduled working hours are fulfilled.
9. To utilise college deployment data to identify the best placed Teaching Assistants, to provide feedback for student progress reviews.
10. To support the self-assessment process for the College's in-class cross-College learning support service and produce effective quality improvement plans.
11. 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> <li>Level 2 Special Educational Needs and Disabilities (SEND) qualification or willingness to obtain</li> <li>Manual Handling Certificate or willingness to obtain</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>A knowledge of the Special Educational Needs and Disability Code of Practice 2015 and Education, Health and Care Plans (EHCPs)</li> <li>Understanding of the impact of Special Educational Needs and Disabilities (SEND) on learning and strategies to support students</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>Ability to effectively engage and manage students on a one-to-one basis and in small groups</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 supporting young people in education</li> <li>Experience of working in a fast-paced customer focused environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of coordinating a team</li> <li>Experience of working in a fast-paced administrative role</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> </ul>	

	Essential	Desirable
	<ul style="list-style-type: none"> <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> <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 adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and 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.

