



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 **Teaching Assistant – Work Based Learning?**

<b>Job Title</b>	Teaching Assistant - Work Based Learning
<b>Ref No.</b>	ME2425118
<b>Department</b>	School of Academic and Vocational Support
<b>Reporting to</b>	Learning Support Coordinator
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	<p>In the range of £25,798 - £28,513 per annum pro-rata, actual salary in the range of £10,809 - £11,947 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>	20 hours per week, 35 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 assist teachers, assessors and relevant colleagues in the provision and maintenance of high-quality support for work-based learners. To work under the direction of class teachers and specialist practitioners to ensure that work-based learners with additional learning needs (ALS) and/or special educational needs and/or disabilities (SEND) can access their classroom learning and benefit fully from their experience at College. To focus on enabling work-based learners to complete learning programmes 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 work-based learners are accurate and comply with funding regulations.

## Main Duties and Responsibilities

1. To support work-based learners with a range of additional learning needs (ALS) and/or physical disabilities and/or challenges under the direction of the teacher in the classroom, workshop, or other education environment. To support work-based learners on a one-to-one basis and in small groups, as directed by the teacher, and Learning Support Coordinator.
2. To understand and implement support plans and Education, Health Care Plans (EHCPs) in collaboration with Teachers and relevant specialist practitioners, ensuring that the support delivered to work-based learners is appropriate for their needs and enables their progress within lessons and towards their intended outcomes.
3. To support Teachers in ensuring that all work-based learners are aware of the lesson objectives.
4. To encourage work-based learners to interact with others and engage in activities led by the teacher.
5. To support work-based learners 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, enabling access to learning and integration into the life of the College.
6. To enable work-based learners to develop their ability to learn by supporting their reading, writing, comprehension, and notetaking. To support work-based learners in processing information using a range of strategies as directed by the teacher, this will include breaking down complex information into more manageable chunks and encouraging work-based learners to practice new information to strengthen memory connections.
7. To support work-based learners with the use of Information Technology (IT) and educational aids, including computers, video, and communication devices, under supervision as required.
8. To ensure there are accurate records of the support delivered to work-based learners and that these are completed regularly on the appropriate College systems.
9. To act as a link between teachers and professional support services to ensure all relevant staff are aware of the work-based learner's support needs and the progress work-based learners are making.
10. To seek advice and guidance from teachers and specialist staff as and when required
11. To be responsible for updating your timetable and ensuring the information held is correct.

12. To attend staff meetings and meetings about work-based learners you support as directed by the Learning Support Coordinator/Assistant Principal - School of Academic & Vocational Support.

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</li> <li>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>	<ul style="list-style-type: none"> <li>Understanding of End Point Assessments/Exam Access Arrangements</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, learners 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 quality customer service</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting apprentices.</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> </ul>	

	Essential	Desirable
	<ul style="list-style-type: none"> <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 learners</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.

