

Directorate:	Children, Young People and Education
Unit/Section:	Community Learning and Skills CLS) / Kent Training and Apprenticeships
Grade:	KSD
Responsible to:	County Education Manager - Study Programmes/Area Education Manager - Study Programmes

Purpose of the Job:

To provide educational and administrative support to groups and individuals who are undertaking programmes and qualifications across Study Programmes (Foundation, English, Maths, Independent Living Skills, ESOL (UASC) and Employability and Work Skills).

Main duties and responsibilities:

- To support the effective delivery of the programme by assisting the tutor with a wide range of learning activities and by supporting learners, individually or in groups, as directed by the tutor to ensure that achievement targets are met in line with CLS and OFSTED quality standards.
- To support the learning process, including the preparation and implementation of sufficient resources, including differentiation resources as required and preparation of the learners' portfolios as directed by the tutor that promotes a safe, conducive and motivating working environment.
- To deliver learning under the guidance and support of the course tutor, including occasional cover when required, and contributing to the evaluation of courses and lessons.
- To undertake administrative tasks, including invigilation, in a timely and accurate manner to ensure appropriate provision support and management of operational processes
- To participate in CPD (Continuing Professional Development) activities as directed, including compliance with quality improvement measures, recording and evaluating self development on individual plan
- To attend organisational and team meetings as required.
- To promote and comply with safeguarding procedures
- To actively promote Equality, Diversity and Inclusion
- To comply 100% with all organisational, funding and stakeholder procedures, processes and requirements within the relevant timescales.

- Comply with and / or operate within:
 - Health and Safety procedures.
 - As appropriate act as a 'buddy' to colleagues if required to support personal Health and Safety.
 - Operate and understand Safeguarding requirements.
 - Equality & Diversity requirements.
 - CLS Quality standards and other requirements.
 - Actively promote the Prevent Agenda, British Values, Equality and Fairness in all work areas and activities including KCC behaviours and guidelines.
 - Data protection and Informational Governance (General Data Protection Regulations).

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Teaching Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Applicants will have or will be working towards a Learner Support Qualification Level 2 or equivalent English and Maths
EXPERIENCE	<ul style="list-style-type: none"> Working in a learning support role with young people aged 16 – 18 Empathy and understanding of young people from the NEET group Experience of working with mixed abilities groups, Entry Level to Level 2
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Good communication and interpersonal skills Good organisational and administrative skills Flexible with excellent time management. Good IT skills Able to work on own initiative. Ability to work to deadlines within a target-driven organization Reliable, discrete, motivational and professional Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is required to meet the provision, delivery and quality requirements for this role
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of Study Programmes Understanding of teaching and learning methodologies
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p>

	<p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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