

## Kent County Council

### Job Description: Teaching Assistant

---

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Community Learning and Skills (CLS) / Skills</b>
<b>Grade:</b>	<b>KSD</b>
<b>Responsible to:</b>	<b>Area Education Manager - Skills</b>

#### **Purpose of the Job:**

To provide educational and administrative support to groups and individuals who are undertaking programmes and qualifications across Skills for Life (English, maths, Independent Living Skills, Family Learning, ESOL and Employability and Work Skills).

#### **Main duties and responsibilities:**

1. To assist with pre-course initial assessment and interviews under the direction of the tutor and to provide learners with additional support as identified in their initial assessment.
2. To contribute to the planning and delivery of learning to meet individual needs including Individual Learning Plans (ILPs) and to deliver high quality teaching support under the guidance and support of the course tutor, including occasional cover if required, and contributing to the evaluation of courses and lessons.
3. To undertake administrative tasks, including invigilation, necessary to ensure appropriate provision support and management of operational processes.
4. To participate in CPD (Continuing Professional Development) activities as directed, including compliance with quality improvement measures, recording and evaluating self development on individual TPDP plan.
5. To attend meetings and training as required.
6. To promote and comply with safeguarding procedures.
7. To actively promote Equality, Diversity and Inclusion.
8. 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 his/her 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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Applicants will have or will be working towards a Learner Support Qualification</li> <li>A good standard of education to at least Level 3 or equivalent including written English and/or maths.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven experience in a community or educational environment supporting adults to learn new skills.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communication and interpersonal skills</li> <li>Good organisational and administrative skills</li> <li>Flexible with excellent time management.</li> <li>Good IT skills</li> <li>Able to work on own initiative.</li> <li>Reliable, discrete, motivational and professional.</li> <li>Ability to travel is required to meet the provision, delivery and quality requirements for this role</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Some knowledge of Skills for Life provision.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>