

Directorate: Children, Young People and Education

Grade: KR3

Reporting to: Line Manager

Purpose of the Job:

To provide educational support to groups and individuals who are undertaking programmes and qualifications across Skills for Life (English, maths and ESOL).

Accountabilities:

- To assist with pre-course initial assessment under the direction of the tutor.
- To contribute to the planning and delivery of learning to meet individual needs including Individual Learning Plans (ILPs).
- To undertake administrative tasks necessary to ensure appropriate provision support and management of operational processes.
- To contribute to the evaluation of courses and lessons.
- To contribute to the ILP process (Individual Learning Plan).
- To provide students with additional support as Tutor identified in their initial assessment.
- Attend meetings and training as required.
- Promote and comply with safeguarding procedures.
- Actively promote Equality and Diversity.
- Support high quality teaching and learning in line with CLS (Community Learning and Skills) and OFSTED quality standards.
- To participate in CPD (Continuing Professional Development) activities as directed.

Specific duties

- Establish and maintain good working relationships with individual students, groups, tutors and other internal teams.
- Assist in preparing and maintaining the learning environment.
- Promote students' wellbeing.
- Support students who may have language or maths needs as directed.
- Support students who may have a learning disability and/or difficulty.
- Support students who may have a sensory and/or physical disability.
- Support the use of ICT as directed.

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

Job Description: *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	<p>Applicants will have or will be working towards a Learner Support Qualification</p> <p>A good standard of education to at least Level 3 or equivalent including written English and Maths</p>
EXPERIENCE	<p>Proven experience in a community or educational environment supporting adults to learn new skills</p>
SKILLS AND ABILITIES	<p>Good communication and interpersonal skills</p> <p>Good organisational and administrative skills</p> <p>Flexible with excellent time management.</p> <p>Good I.T skills</p> <p>Able to work on own initiative</p> <p>Reliable, discrete, and professional</p> <p>'Can do' approach</p> <p>Committed to the development of learners</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p>
KNOWLEDGE	<p>Some knowledge of Skills for Life provision</p>
BEHAVIOURS AND KENT VALUES	<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