

Title of post	Teaching Assistant
Job purpose	To provide support for students and classroom teachers, within the allocated department.
To whom the post holder reports	The post holder is responsible to the: <ul style="list-style-type: none"> • Head of Department • Classroom Teacher • SENCO
Principle Responsibilities:	<ul style="list-style-type: none"> • Carry out duties as assigned by the Head of Department/Teachers and SENCO. • To take the lead role in encouraging acceptance and inclusion. • To support students' learning as directed, in the context of fostering independence and self-esteem. • To provide appropriate supervision to individual or groups of students. • Liaise with classroom teachers and work collaboratively with them and with other colleagues including input and feedback on planning. • Support the department in the planning and evaluation of teaching and learning activities. • To act as a keyworker for a small group of students with Education Health Care Plans (EHCPs) and monitor the EHCP outcomes. • To maintain accurate records and assist in administrative tasks. • To set good examples in terms of dress, punctuality and attendance. • To supervise students at break and lunchtimes. • To share and adopt best practice and good ideas with other staff. • To implement and promote the colleges policies and procedures relating to all areas of teaching and learning. • To be proactive in matters relating to health and safety, child protection and safeguarding. • To support the aims and ethos of the college. • Any other duties commensurate to the grade of the post.
Generic duties and responsibilities	<p>UCC staff expectations:</p> <ul style="list-style-type: none"> • Consistently demonstrate the UCC core values <i>Respect, Honesty and Kindness</i> • Demonstrate a positive, 'can-do' attitude • Through your work in the department and the wider school, contribute towards establishing the conditions in which everyone at UCC can thrive • Take professional pride in performing all aspects of your role to a consistently high standard • Follow all UCC policies and guidelines accurately <p>Safeguarding</p> <ul style="list-style-type: none"> • Follow the UCC Child Protection and Safeguarding policy accurately <p>Collaborating with colleagues</p> <ul style="list-style-type: none"> • Promote a creative and collaborative working environment • Create, maintain and enhance effective relationships. <p>The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all member of the college community.</p>
Hours	29.16 hours per week, term time plus 5 days
Payscale	Scale 2

Person Specification

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Have at least GCSE/GCE/ in literacy and numeracy Science GCSE/GCE (if you would like to be allocated to the Science Department) Be committed to own professional development, and be willing to undertake other appropriate training. 	✓ ✓	✓
Experience		
<ul style="list-style-type: none"> Have experience of working (paid or unpaid) with children of appropriate age range. Experience of working in an education setting 		✓ ✓
Skills and Abilities		
<ul style="list-style-type: none"> To be able to support the college in enabling all students to access the curriculum. To participate in all training for teaching assistants. To use opportunities for professional development to thrive in the role and develop subject knowledge and expertise. To act as a keyworker for a group of students, monitoring their EHCP outcomes. To be able to assist with the day-to-day management of the learning environment, e.g., care and preparation of teaching aids, equipment, and materials, contributing to college displays, resources etc. To be able to provide feedback to the teacher with learning activities. To find alternatives to the National Curriculum suggestions as required. Offer encouragement and reinforce positive interaction for students with set behaviour targets. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Personal Qualities		
<ul style="list-style-type: none"> Adaptability, reliability, dedication and commitment Willingness to develop professionally and undertake further training, as required Integrity and discretion Good role model to colleagues and students Reflective, sensitive and flexible Initiative and creativity Willingness to become involved in the college as a community Resilience Commitment to equal opportunities and inclusion and be able to recognise discrimination in its many forms and be willing to put the colleges equality policies in to practice. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	