



JOB DESCRIPTION - 2020

TITLE: Teaching Assistant

PLACE OF WORK: Willowway, Culnells Farm, Iwade, Sittingbourne, Kent ME9 8QJ

SCOPE AND PURPOSE: To work with tutors to support teaching and positive learning by working with individuals or small groups of pupils under the direction of tutors. Teaching assistants may be responsible for some learning activities within the overall teaching plan for Craftworks college and must always ensure all activities comply with company and statutory requirements.

HOURS OF WORK: This contract is full time or could be potentially term time only. The hours of work initially would cover – teaching assistant Craftworks – 9.00 – 5.00 Mon- Friday during the term and site maintenance and gardening across other Brogdale CIC suite of business premises.

RESPONSIBLE TO: Victoria Turner SENCO & Gary Keep Horticulture lead

The Role:

The primary role of the teaching assistant should be to work with tutors to raise the learning and attainment of pupils while also promoting their independence, self-esteem and social inclusion. Teaching assistants provide support to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement. Teaching assistants should be aware of and adhere to the teaching assistant standards. Teaching assistants should act with honesty and integrity to uphold comparable standards to other education professionals, in order to make the education of pupils their first concern. By demonstrating values and behaviours consistent with Brogdale CIC's ethos, teaching assistants are required to work with the other education professionals as a team towards goals and expectations outlined in the Craftworks course, EHC plan and the policy and procedures held by Brogdale CIC.

As Willowway is a horticultural site seeking to establish example gardens for students to learn from it is important that the TA is able to model gardening skills. Additional hours outside of teaching time to work to the site plan to ensure that the planting, care of, harvesting and long term vision of the site is met. This will involve communication and liaison with the site. In addition basic site maintenance as needed, to include general repairs to buildings to ensure they meet H&S requirements to allow operational needs of the site.



Responsibilities:

Key duties:

- To ensure all company and statutory regulations pertaining to health and safety, fire, equal opportunities and adult and child protection are adhered to at all times.
- To ensure that all young people and adults have an enjoyable learning experience, where they are engaged to meet their individual needs and are aware of the learner qualification targets and EHC plan outcomes and interventions (where necessary).
- To wear and adhere to Brogdale CIC's dress code at all times.
- To implement planned learning activities/teaching programmes as agreed with the tutor, adjusting activities according to pupils' needs/responses.
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour –for example being actively involved in morning meetings and debriefs.
- To support the tutor in monitoring, assessing and recording pupil progress.
- To provide feedback to pupils in relation to attainment and progress under the guidance of the tutor.
- Support learning by arranging/providing resources for lessons/activities under the direction of the tutor
- To support pupils in social and emotional well-being, reporting problems to the tutors'/safeguarding leads as appropriate
- Enforcing college and group rules and behaviour plans to help teach students positive behaviour and life skills
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate/directed by tutor
- Understand and support independent learning and inclusion of all pupils as required.
- Ensuring that all areas operated by Brogdale CIC are left to a high presentation standard.
- To carry out day to day horticulture activities to maintain the site to a high standard in line with the site plan.

Teaching Assistants in this role may also undertake some or all of the following:

- Work directly with individual pupils with special educational needs/behavioural difficulties/ language or communicational difficulties
- Assist in the development of individual development plans for pupils (targets, outcomes, PCSP's, etc.)
- Support the work of volunteers and other teaching assistants in the classroom



- Assist in escorting and supervising pupils on educational visits and out of college activities – representing Brogdale CIC to a high standard to the general public and students.
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom- advising tutor when supplies are low or additional materials are needed.

INFREQUENT DUTIES:

- To assist at any special duties or function which may fall outside of normal working hours.
- To report any customer complaints or compliments and take some remedial action if at all possible.
- To attend meetings, courses and training sessions as may be necessary from time to time.