



JOB DESCRIPTION: TEACHING ASSISTANT

Our Aim:

Liberty Training Ltd is an organisation devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives through our delivery of an optimum service to help young people achieve their full potential and make a positive impact on society.

Your Role:

The role of Teaching Assistant is to provide support for learners in preparation for entering the workplace. You will have an active role in assisting learners on training courses to help them progress into education, employment, training or volunteering. You will work alongside our Tutors to deliver employability skills, Functional Skills in maths and English sessions and uphold our core goals.

As a Teaching Assistant, you will support the Tutor and Senior Leadership Team (SLT) in ensuring the courses run effectively and the service provided reflects the ethos of the company. You will support the Tutors and SLT in ensuring directives and policies are reflected and implemented in everyday practice. You will be line managed by the Business Manager, but also report to your designated Tutor and/or other members of SLT.

At times you may be required to cover classes while the Tutor is called away or in situations such as sickness. The TA would be provided with the lesson plan for that session and the support of another TA or another member of the Training Team.

Requirements:

You will usually be required to work between the hours of 8:30am – 4:30pm Monday to Friday Term times only. However, this may vary according to the needs of the company.

You must have an outgoing, friendly, and confident personality with a positive attitude and a passion for helping others.

Liberty Training values team players who are willing to go above and beyond in the pursuit of our shared vision. Flexibility and a good sense of humour is desirable.

It would also be beneficial to be aware of Educational Health Care Plans (EHCP) and have experience of working with young people who may have had behaviour issues; additional learning requirements, alternative delivery methods and/or ASD.

Disclosure and Barring Service (DBS) Checks:

The DBS (formally CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are entitled to a criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.

Responsibilities:

General

- To provide support to the company when and where it is needed.
- To fully understand the aims, objectives and ethos of Liberty and to reflect these in your daily working life.
- To adhere to Liberty policies and procedures.
- Accompany other Team members when conducting home visits/welfare checks. These are only conducted outside of the current COVID-19 restrictions, when all other forms of contact has not been successful and we follow strict procedures when visiting.
- Contact learners to discuss work or catch-up sessions or to arrange review meetings.
- To act in a professional manner at all times.
- To attend regular meetings and supervisions to help your own professional development.
- To attend training as required.
- Any other tasks as required or requested by your Line Manager.

Working with Learners

- To support the Tutor in delivering the courses/lessons
- To assist Learners with learning support and group sessions
- Delivery of our 1:1 sessions (usually 1 – 2 hours for Learners who may need extra support in getting ready to engage with a larger group) *All Liberty teaching groups are no more than eight Learners.*
- To develop a professional “mentor” relationship with clients, always keeping appropriate and transparent boundaries.
- To encourage growth and self-confidence by working with Learners to develop all aspects of employability skills.
- To accompany groups of young people on days out and activities, and participate in activities (e.g. rock climbing, theme parks, paintballing etc.).
- To accompany high needs Learners on work experience placements.
- To support individual Learners with job searching.
- To assist Learners during educational activities by prompting and guiding.
- Ensuring Learners are following health and safety and behavioural guidelines.
- Deal with challenging or inappropriate behaviour in a professional manner according to company guidelines and disciplinary procedures.
- To lead by example as a good role model at all times.

Working with other organisations

- To promote Liberty Training to other companies through email, telephone and face-to-face contact, including attending promotional events.
- To maintain excellent working relationships with other agencies and employers to encourage good multiagency working.
- To actively seek networking streams with similar training establishments.

Administration and clerical

- To keep thorough, confidential and up-to-date learner records for the purposes of effective and efficient learner working, using cloud-based databases and Microsoft Office programmes.
- Keeping TA Lesson Plans up-to-date.
- Completing records after any 1:1 sessions.

PERSONAL SPECIFICATION: TEACHING ASSISTANT

Skills and qualities	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Excellent written skills	✓	
Excellent IT skills including Microsoft Office packages	✓	
Ability to work on own initiative and demonstrate the ability to organise own workload and set priorities	✓	
Ability to work accurately and to targets and deadlines	✓	
Excellent problem solving and organisational skills	✓	
Ability and willingness to work as part of a team and under instruction of the Managers	✓	
Ability to deal politely and effectively with clients, their families, other professionals, and other members of staff	✓	
Flexible and adaptable.	✓	
Self-motivated and able to motivate others.	✓	
Empathetic, compassionate, patient and non-judgemental.	✓	
Qualifications		
Educated to GCSE standard, including A-C in maths and English or equivalent, or a level 2 qualification or above in maths and English.	✓	
Level 3 Teaching Assistant qualification or equivalent		✓
Level 2 Teaching Assistant qualification or equivalent	✓	
First Aid Certificate		✓
Food Hygiene Certificate		✓
Willing to train and progress within our organisation	✓	
Understanding and Knowledge		
A respectful attitude to differences and an understanding of equality and diversity.	✓	
Knowledge and understanding of confidentiality and its importance in this type of work.		✓
Personal Attributes		
Passionate about working with young people.	✓	
Well-presented and a positive role model	✓	
Positive "glass half full" attitude.	✓	
Commitment to personal development through supervision, appraisal and training.	✓	