



JOB DESCRIPTION: FUNCTIONAL SKILLS TEACHING ASSISTANT

Our Aim

Liberty Training 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. With our combined knowledge and experience Liberty Training deliver an optimum service to help young people achieve their full potential and make a positive impact on society through our nurturing and supportive Specialist Post-16 College.

Your Role

The role of Functional Skills Teaching Assistant is to provide support to the Functional Skills Tutor in delivering maths and English skills from entry level to Level 2 and to assist the training team 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 and British values, often to challenging and disengaged young people who may have learning difficulties.

As a Functional Skills 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 Head of College, 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 those sessions and the support of another TA or another member of the Training Team. Teaching time for Teaching Assistants is paid at a higher rate.

You will also be required to support small groups within the class to support their learning on functional skills appropriate to their level and individual needs.

Requirements

You will usually be required to work 8.30-16.30 Monday- Friday, but this may vary according to the needs of the company. This role is term-time only (40 weeks per year).

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 SEND.

Our TA's are motivational speakers, inspirers, and energisers who broaden horizons and break down barriers to progression. We have a holistic approach to training young people, helping them wherever possible with the challenges that life may throw at them, and to join our team, you would need the same outlook. At Liberty, we have a learner-centred approach and are looking for someone with the same philosophy.

We are a small team, with an 'all hands on deck' approach, so when you are not fulfilling your normal role, you may be asked to assist the team in other areas.



Disclosure and Barring Service (DBS) Checks

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are subject 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 fully understand the aims, objectives and ethos of Liberty and to reflect these in your daily working life
- To adhere to Liberty's policies and procedures
- To act in a professional yet approachable 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 lessons, teaching small groups within the class as required
- To assist learners with learning support in group sessions according to their learning needs
- 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 or need additional functional skills support)
- To deliver, or support delivery, of weekly workshops and extracurricular lessons/activities as required
- To encourage growth and self-confidence by working with learners to develop all aspects of employability and functional skills as well as life skills
- To accompany groups of young people on days out and activities, and participate in activities
- To assist learners during educational activities by prompting and guiding
- To work as part of the training team to develop high quality training programmes
- To be part of ongoing assessment of learners learning needs and to make adjustments as required minimising barriers to learning and achievement (working to Education and Health Care Plans)
- To provide duty cover at lunch and break times
- To cover tutor or TA absence as required
- To develop a professional 'mentor' relationship with learners, always keeping appropriate and transparent boundaries
- To ensure learners are following health and safety and behavioural guidelines
- To 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, adhering to safeguarding and health and safety policies

Working with other organisations

- To promote the company and training service 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

Administration and clerical

- To keep thorough, confidential and up to date client records for the purpose of effective and efficient client working, using cloud-based databases and Microsoft Office programmes
- To ensure all documentation is completed accurately and to a high standard and in accordance with guidelines set by the training contract and awarding body
- To maintain and update all manual and computerised training records, including 1:1 session records



PERSONAL SPECIFICATION: FUNCTIONAL SKILLS 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 & experience		
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		✓
Willingness to undertake additional training for the role as required	✓	
First Aid Certificate		✓
Food Hygiene Certificate		✓
Experience in working with children and young people	✓	
Experience of working as a Teaching Assistant or similar role		✓
Experience of working with looked after children/care leavers and an awareness of the additional barriers they face		✓
Experience of working with learners with learning difficulties and/or challenging behaviours	✓	
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		
Commitment to promoting good practice and adhering to the company ethos	✓	
Passionate about working with young people.	✓	
Well-presented and a positive role model	✓	
Positive "glass half full" attitude.	✓	
Holds a full UK driving licence		✓
Willingness to drive a 17 seater minibus		✓
Commitment to personal development through supervision, appraisal and training.	✓	

Notes:

This job description may be amended at any time in consultation with the postholder.

Director/Line Manager's signature: _____

Date: _____

Postholder's signature: _____

Date: