

JOB DESCRIPTION

Job Title: Teacher in Early Years & Teaching Assistant

Responsible to: Head of Health, Social Care and Early Years

Responsible for:

1. Job Purpose

- 1.1 Plan and deliver teaching/learning programmes using a flexible range of strategies and learning styles taking responsibility for the quality of own teaching and related curriculum development
- 1.2 Develop learning resources/materials to meet individual learner needs
- 1.3 Assess student competence in College or in the workplace and devise assessment processes

2. Key Responsibilities

- 2.1 Act as a subject, personal, or course tutor
- 2.2 Provide student advice, support, and induction
- 2.3 Maintain records that support the learning experience and evidence levels of support provided
- 2.4 Assist in the student enrolment and internal and external marketing activities of the College
- 2.5 Contribute to Programme Area curriculum development activities
- 2.6 Contribute to the Quality Assurance process through curriculum validations, audits, inspections, self-assessment, and quality improvement plans
- 2.7 Work to support agreed targets/objectives

3. Specific Duties

- 3.1 Undertake staff development as appropriate to ensure professional development remains current
- 3.2 Ensure that the College policies on Health and Safety are fully implemented
- 3.3 Observe and implement the College's Equal Opportunity Policy
- 3.4 Have responsibility for promoting and safeguarding the welfare of children and young persons that you are responsible for, or come into contact with.

4. General Duties

- 4.1 Participate in College and external liaisons to ensure appropriate transition process for all the learners
- 4.2 Any other duties commensurate with the grade of post.

5. Budget Responsibility

The post holder is **not** a budget holder under the College’s accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

6. Continuing Professional Development

The post holder will proactively take part in the College’s Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

7. Health and Safety

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College’s Equality policy as appropriate.

9. Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Excellence Through Learning
 - It’s my responsibility
 - Work together
 - Act with integrity
 - Value and respect each other

10. Safeguarding Children and Vulnerable Adults

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

11. College Policies and Procedures

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: (Principal)

Date:.....

Signed: (Post holder)

Date:.....

Teacher in Early Years & Teaching Assistant – Employee Specification

		E	D	How?
Qualifications & Training	<ul style="list-style-type: none"> Level 4 Teaching Qualification: Certificate in Education/ PGCE/Bachelor of Education or Required to achieve Level 5 Diploma (DTLLS) or equivalent within 3 years of appointment. Maths & English qualifications GCSE C or Functional Skills level 2. Evidence of Continuous Professional Development Assessor and Internal Verification qualification Level 3 in Childcare/ Early Years Educator Level 3 Teaching Assistant qualification 	E E E E E	D	A
Specialist Knowledge	<ul style="list-style-type: none"> Understanding of and commitment to the principles of individual learning. Knowledge of curriculum development and diversification in the subject area Knowledge of major curriculum developments Previous teaching experience within the FE sector Demonstrate an understanding of T Level qualifications 	E E	D D D	I/A
Experience	<ul style="list-style-type: none"> Successful teaching experience/ practice in 16-19 age range An excellent knowledge of the subject Experience of setting and achieving high standards in respect of leaver retention and achievement An ability to plan and manage effective lessons A creative and innovative approach to the development of teaching and learning An ability to contribute to teaching at several levels 	E E E E E E		I/A/O

	<ul style="list-style-type: none"> • Experience of setting and achieving high personal standards in the delivery of teaching • Good classroom and behaviour management • Demonstrate leadership and motivational skills 	E E E		
Skills and Attributes	<ul style="list-style-type: none"> • Ability to devise and deliver learning opportunities to meet group and individual needs to GCSE level • Ability to inspire students in their learning • Ability to communicate clearly and engender enthusiasm for learning • Ability to communicate effectively with other staff. • Ability to work as a member of a team • High order organisational skills to track day to day operations and student records. • Ability to work to deadlines set by clients, awarding bodies and the College. • IT skills for use within teaching and administration • A commitment to active teaching and learning • Ability to co-ordinate programmes 	E E E E E E E E E E D		I/A/R
Other	<ul style="list-style-type: none"> • Fit for the duties of the post • DBS check on application • Willing to undertake training to meet National Training Standards • Willing to undertake professional development to keep self up to date • Regular and punctual attendance. • Required to promote inclusive learning • Willing to undertake first aid training and duties as necessary. 	E E E E E E	D	R/I
6. Equal Opportunities	<ul style="list-style-type: none"> • Willing to implement College Equal Opportunities Policies. 	E		To be assessed at interview.
7. Safeguarding	<ul style="list-style-type: none"> • Willing to take responsibility for promoting and safeguarding the welfare of children and young persons that you will be responsible for, or come into contact with 	E		To be assessed at interview

E = Essential D = Desirable A = Application O = Observation I = Interview T= Test R=Reference