

Post Title	Part-time Teaching Assistant - Motor Vehicle Engineering
Location	Craven College, Skipton (Multi-site)
Rate of pay	£9.53 per hour Paid on a claims basis for class contact
Hours	Temporary variable hours –12 hours per week, currently to be worked within the following periods: Monday 9.00 am and 4.00 pm Tuesday 1.15 pm and 4.30 pm Friday 9.00 am and 1.30 pm
Responsible to	Head of School Land Based Studies and Engineering
Special Conditions	Hours are dependent on School timetable requirements, student numbers and classes running  Pay claims for the actual hours worked are submitted on the last working day of the month for payment on the last working day of the following month  A full enhanced disclosure check via the Disclosure and Barring Service will be required for this post
Closing Date	Wednesday 19th December 2018 - midday
Interview Date	TBC
Post No.	S556

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Lindsay Smith (Human Resources Assistant) [lsmith@craven-college.ac.uk](mailto:lsmith@craven-college.ac.uk)

### MAIN JOB PURPOSE

To support individual and small groups of students with learning activities, mainly in the classroom and workshop, in line with the teaching plan, under the direct instruction and guidance of the teacher; and provide general support to the teacher in the management of appropriate student behaviour.

### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To work in the classroom, workshop and other appropriate locations to support the learning, teaching and assessment of students, under the direction of teaching staff;
- To support the lecturer to embed English and Mathematics within the planned learning as appropriate;
- To support pre- planned learning/behaviour activities as directed by the teacher;
- Using agreed structured observation, as directed by the class teacher, to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students;
- To interact with students in ways that support the development of their ability to think and learn, including the use of careful questioning;
- To assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies;
- To assist in escorting and supervising students on educational visits and out of College activities;
- Under the direction of the teacher, participate in establishing and maintaining effective relationships with students, parents/carers and with other agencies/professionals;
- To communicate effectively with all students, families, carers and other agencies / professionals;
- To share appropriate information about students with teachers and other professionals as required, with due regard to professional boundaries, maintaining appropriate levels of confidentiality;
- To participate in staff meetings as required;
- To be responsible for promoting and safeguarding the welfare of students in line with policy and legislation, raising concerns as appropriate;

- To prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying students work as required;
  - To promote inclusion and acceptance of diversity of all students;
  - You will be expected to be fully conversant with the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
  - To participate in the College's appraisal scheme and undertake further professional development in line with the needs of the College;
  - To perform any other duties commensurate with grade and status as may reasonably be requested.
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### PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

#### ESSENTIAL REQUIREMENTS

- Qualified to Level 2 (GCSE Grade A\* - C) or equivalent;
- Good reading, writing and numeracy Skills;
- Possess English and maths qualifications to GCSE level 2 (or equivalent), or willing to work towards;
- Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, young people, their families and carers;
- An awareness of a young person's development, learning and diverse needs;
- Experience of working with young people in a learning environment;
- Excellent customer service and interpersonal skills;
- Ability to motivate and inspire young people to learn;
- Ability to form and maintain appropriate relationships and personal boundaries with young people;
- Emotional resilience in working with challenging behaviours and attitudes;
- Ability to use authority and maintaining discipline;
- An empathy for equality & diversity;
- Ability to deal with personal information in a confidential and sensitive manner;

- Experience of working on own initiative with minimal supervision;
- Willingness and ability to function effectively as part of a small team;
- Willingness and ability to work flexibly to meet the needs of the College;

### ***DESIRABLE REQUIREMENTS***

- Teaching Assistant Qualification to level 3
  - Good understanding of child development and learning processes;
  - Knowledge of behaviour management techniques;
  - Knowledge of Child Protection and Health & Safety policies and procedures;
  - Knowledge of inclusive practice;
  - Qualified to A level, or equivalent level 3;
  - Interest/qualifications and/or experience in mechanical engineering or related subject
  - Qualified First Aider or willing to work towards qualification;
  - Creativity
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