



JOB DESCRIPTION

Post Title:	Teaching and Learning Support Assistant
Responsible to:	Maths & English Lead
Responsible for:	Working alongside academic tutors, supporting learners across a range of courses
Location:	London, Huntingdon, Leeds or Edinburgh
Hours of Attendance:	Normally 37.5 hours per week. The appointee will be expected to work flexibly to meet the requirements of the post.

Responsibilities to include:

1. Providing learner support across a range of programmes
2. Academic tutor support across a range of programmes
3. Information, advice and guidance
4. Safeguarding
5. Health & Safety
6. Equal Opportunities

Detailed tasks:

- 1. Providing learner support across a range of programmes**
 - 1.1 Support teaching and learning activities on either a one-to-one basis or small groups activities
 - 1.2 Support learners and monitor learner engagement, keeping learners motivated and on task during lessons or activities
 - 1.3 Support basic levels of literacy, numeracy and ICT support during teaching and learning activities
 - 1.4 Support teaching and learning activities over Skype
 - 1.5 Support learners, giving constructive feedback on progress and areas for improvement
 - 1.6 Assist with completion of learner progress reviews in college and workplace
 - 1.7 Provide support and guidance to learners on study skills, revision techniques lunchtime sessions and preparation for examinations
 - 1.8 Support the social and emotional development of learners, reporting any issues when required to appropriate colleagues or services



2. Academic tutor support across a range of programmes

- 2.1 Support tutors in managing and challenging inappropriate behaviour/language, promoting and embracing opportunities to raise awareness of equality, diversity inclusion and British Values
- 2.2 Provide feedback to lecturers on learner progress, competence and attitude
- 2.3 Participate in induction activities to include planning and preparation of resources
- 2.4 Participate in the planning and preparation of leavers day activities
- 2.5 Assist with the preparation of teaching and learning resources and activities to include clinical skills
- 2.6 Assist with the clearing down of teaching and learning activities to include clinical skills and other practical sessions
- 2.7 Maintain noticeboards, classroom notices and displays of learners' work
- 2.8 Support non-classroom activities e.g. Exam Invigilation, Educational trips
- 2.9 Assist with extra-curricular events e.g. Open Days, Careers events
- 2.10 Monitor and maintain stock levels of required practical skills equipment
- 2.11 Carry out administrative duties, such as preparing classroom resources and ordering resources for teaching sessions
- 2.12 Attend academic and other team meetings at request of line manager

3. Information, Advice and Guidance

- 3.1 Committed to actively promoting high quality information, advice and guidance to both internal and external enquiries.
- 3.2 Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work.
- 3.3 Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance.
- 3.4 Listen to what clients of our service say about our provision. Provide feedback in order to continually improve our delivery.

4. Safeguarding

- 4.1 Ensure you know the name of the designated person and their role.
- 4.2 Know how to pass on and record concerns about a child or young person.
- 4.3 Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales.
- 4.4 Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse.
- 4.5 Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner.
- 4.6 Be clear with students that you cannot promise to keep secrets.
- 4.7 Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met.
- 4.8 Promote health in areas such as:



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- Smoking
 - Drug and alcohol use
 - Disease prevention and control
- 4.9 Review policy and procedures on an annual basis.

5. Health and Safety

- 5.1 To comply with the Health & Safety at Work Act.
- 5.2 To comply with The College of Animal Welfare Health & Safety regulations.
- 5.3 To ensure that learners' safety is considered at all times.

6. Equal Opportunities

- 6.1 To assist with the implementation of the College's Equal Opportunities Policy throughout the organisation.
- 6.2 To promote the Equality, Diversity and Inclusion Policy with learners.

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

You are liable to undertake such duties as may be reasonably required commensurate with your role.



Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> • Basic literacy and numeracy skills (GCSE or equivalent in Maths and English) and experience of working with students • Willing to undertake essential CPD 	<ul style="list-style-type: none"> • Level 2 or Level 3 Certificate in Supporting Teaching and Learning • L3 qualification in coaching. • Level 2 qualification in ICT, English & Maths e.g. Key Skills or Functional Skills. • L3 Customer service award. • Teaching Qualification (Level 4 or above) 	<ul style="list-style-type: none"> • Sight of qualifications documents • Application form
Experience	<ul style="list-style-type: none"> • Background/experience in an Educational environment • Up to date knowledge of supporting adult learners. • Understanding of learning and assessment strategies for the programmes. • Awareness of learning and how learners might be motivated. 	<ul style="list-style-type: none"> • Experience in teaching role. 	<ul style="list-style-type: none"> • Application form • References
Ability/Aptitude & Disposition	<ul style="list-style-type: none"> • To communicate with ease and motivate learners to seek opportunities and achieve their full potential. • Provide encouragement, guidance and support to help learners achieve. 		<ul style="list-style-type: none"> • Application form • References • Interview



Attributes	Essential	Desirable	How Identified
	<ul style="list-style-type: none">• Demonstrate commitment to equality, diversity and inclusion.		
	<ul style="list-style-type: none">• Self-motivated to work with adult learners.• Possess patience and persistence.• Willing to positively promote the college at every opportunity.• The determination to set challenging targets with the expectation of high standards.• Actively promote College values and developing employability skills.• Self-confident and persuasive communicator with different levels of learners and colleagues.• Appropriate attitude to the use of authority and maintaining discipline through an even temperament and amiable disposition.		<ul style="list-style-type: none">• References• Interview



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Attributes	Essential	Desirable	How Identified
	<ul style="list-style-type: none"><li data-bbox="495 427 1021 544">• The determination to set challenging targets with the expectation of high standards.		