
Job Description

Job Title: Teaching Assistant

Reporting to: Senior Tutor

Grade/Salary: £23,593.59 per annum inc Holiday

Hours: 35 hours per week, term time only (Monday – Friday 9 – 4.30)

Contract: Permanent

Probationary Period: 6-month probationary period

Location: Main Road Nurseries, Stanwell Moor Road, TW19 6BS (Close to T5 Heathrow)

Background of the Role

Green Corridor is a dynamic UK registered Charity, working to improve the lives of 16–25 year olds with Special Educational Needs (SEN) through our various pathways and functional skills programmes. We run a section 41 Post–16 provision with about 50 learners on roll.

Summary of the Role

Our successful charity runs pathways which focus on employability and skills for every day living to help young people, with SEN and learning disabilities to gain confidence and social support, alongside nationally recognised qualifications.

Green Corridor requires the skills of an enthusiastic and reliable Teaching Assistant, who is able to work effectively with our learners who each have their own additional needs. The candidate we require should ideally have experience and/or affinity for working with young adults with Special Educational Needs. The role would involve supporting learners within their subject area, and functional skills, encouraging them to reach their full potential.

Equality & Diversity

Green Corridor is committed to promoting a diverse and inclusive community, a place where we can all be ourselves and succeed. We invite all those from different backgrounds to apply for our advertised job posts, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Safer Recruitment

We are committed to keeping our learners safe and as such we have robust Safer Recruitment and Safeguarding policies in place. It is a requirement to complete a full application form, and we will carry out pre-employment checks including references and an Enhanced DBS check for both Child and Adult workforces as part of this process.

To apply, please complete the application form and send to recruitment@greencorridor.org.uk

Specific Duties and Responsibilities of the Role

Supporting Young People

- To work with the tutor to establish an appropriate learning environment.
- To work with the tutor on lesson planning, evaluating and adjusting lesson/work plans as appropriate.
- To monitor and evaluate learners' responses to learning activities through observations and planned recording of achievement against learning objectives.
- To use specialist skills to support learners' learning such as PECS, Makaton, symbols and iPads.
- To assist with the development, implementation and evaluation of learning programmes and individual work plans.
- To prepare and assist in the preparation of the classroom, resources and equipment.
- To establish productive working relationships with learners acting as a role model and setting high expectations.
- Communicating with learners with varying degrees of speech and language difficulties, using communicative system/equipment where necessary.
- To promote inclusion and acceptance of all learners within the classroom and across Green Corridor.
- To support learners consistently whilst recognising and responding to their individual needs
- To encourage individual learners to interact and work co-operatively with others whilst engaging in activities.
- To promote independence and employ strategies to recognise and acknowledge achievement and self-reliance.
- To provide feedback to learners in relation to progress and achievement and to provide accurate, evidenced and objective feedback and reports to the tutor.
- To be responsible for keeping and updating records with the tutor and other staff, contributing to reviews as requested.
- To liaise with specialists (such as SALT, OT and Physio) and follow their advice for safety, learning and therapy programmes, as appropriate.

Wellbeing and Safeguarding

- Meet with parents and carers as part of maintaining positive relationships and the full implementation of the Green Corridor's values and ethos
- To promote Green Corridor's values, positive attitudes and good learner behaviour, dealing promptly with conflicts and incidents in line with established policies and procedures, encouraging learners to take responsibility for their own behaviour
- To supervise learners on visits, trips and out-of-school activities as required
- To support breaktime/lunches and lunchtime supervision within employed hours
- Administer first aid as appropriate
- To carry out Team Teach/MAPA if required

Professional Development

- To participate in 30 hours CPD per year specific to the needs of learners and Green Corridor, including working towards appropriate qualifications needed to perform your role
- To keep your own individual Professional Development Plan up to date.

Other duties

- Undertake any other task identified as being necessary to fulfil contract requirements or the requirements of an individual support.
- The post holder will be required to undertake other appropriate activities related to achieving the organisations objectives, as determined by the CEO or your line manager.

Value

Our values are:

- **Openness** – we are receptive to feedback and ideas, and are open, transparent and honest about everything from application to appointment and beyond. We are open about our practices and processes and expect the same from our staff.
- **Respect** – we expect and encourage respectful language about staff and learners. We are consistent with language and approach to staff and learners. We expect all staff to hold each other accountable for this. Lack of respect of our staff and learners is not acceptable.
- **Learning** – As a learning provider we give learning opportunities for staff and learners alike. We encourage learning and growth, this could involve more formal learning opportunities or opportunities to share knowledge and ideas from each other.

Person Specification

Experience	Essential	Desirable
Working with young people with learning difficulties		✓
Working as a 1:1 TA/LSA for a young person with SEN		✓
Mentoring and support experience		✓
Working with groups of young people in holiday / after school clubs		✓
Experience of working for a charity/voluntary organisation		✓

Qualifications & Knowledge, Skills & Personal Attributes	Essential	Desirable
Appropriate Prevent and Safeguarding Training		✓
SEN training or qualification		✓
Excellent communication skills, both oral and written	✓	
Proactive, self-motivated, can-do attitude	✓	
Accreditation or qualification in Special Educational Needs		✓
Ability to obtain an Enhanced DBS clearance for Child and Adult Workforce	✓	
Able to use Makaton, Widget, PECS, Proloqo2go		✓
Clean Driving Licence (we are not easily accessible by public transport)		✓
IT literate: Microsoft Word, Excel. & PowerPoint		✓
Minimum of Level 2 or equivalent in English and Maths		✓
Level 2 Award in Education and Training or willingness to work towards	✓	
Team Teach/ MAPA training		✓