

Job Description

Job Title	Part-Time Teaching Assistant Tutor		
Department	WAES Childcare Department		
Unit	<i>Westminster City Council has Tri-Borough working arrangements with Hammersmith and Fulham Council and the Royal Borough of Kensington and Chelsea for the provision of some services. Under S113 of the Local Government Act 1972 you may be required to act on behalf of one or both of these other boroughs. This may mean that the location of your employment will vary.</i>		
Salary	£27.00 per hour		
Date Valid	April 2019		
Responsible to	Staff Support Manager		
Staff Managed			
Direct Reports:	Temps/TAC managed per annum	Project staff managed per annum	Are staff highly mobile or based on different sites?
No: 0	No: 0	No: 0	Yes
Budgets managed	Staffing £0	Other £0	
Purpose of Job:			

- To provide high quality teaching and learning experiences for learners
- To assess learners according to awarding body requirements
- To provide advice, guidance and support to learners
- To support Managers and Course Leaders to achieve the Service's required targets

Key duties and responsibilities of role

1. To undertake key skills/diagnostic assessment of learners to ensure all learners are on the appropriate programme, refer to Learning Support as appropriate, and monitor and track progress through one-to-ones and tutorials.
2. To assess learners according to awarding body requirements and follow the Service's procedures for non-accredited courses.
3. To produce schemes of work and appropriate evidence of planning.
4. To undertake lesson preparation, the development of resources, and the marking/assessing of learners' work, and ensure group tracking is maintained and up to date.

5. To ensure there is a complete, accurate and up-to-date class register.
6. To ensure there are appropriate and up-to-date course files.
7. To be responsible for withdrawing and transferring learners.
8. To monitor learner attendance and punctuality to maintain high levels of retention and achievement and to support learner progression, taking appropriate action as required.
9. To participate in the Service's self-assessment and development plans and in particular, complete a Course Self Assessment Report (Course SAR) by the end of each course taught.
10. To ensure the security of both the classroom and any equipment borrowed or used within the classroom.
11. To keep up to date with the sector, Service and curriculum developments, undertaking short industrial placements as required.
12. To ensure the effective use of internal communication systems including email and virtual learning platforms, and to liaise with the appropriate staff.

General

- To actively promote equality and diversity in all aspects of work with and for the Service.
- To take responsibility for own professional development and participate in relevant internal and external activities.
- To implement the Service's health and safety policies and practices, including Safeguarding and Prevent.
- To carry out the above duties within the requirements of the Data Protection Act.
- To carry out the above duties in a confidential and sensitive manner.

This job description is current as at the date shown although it is not an exhaustive list. In consultation with you, it is liable to variation to reflect changes in the job. The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the Service.

Person Specification

The person specification outlines what is essential for the competent performance of full duties and responsibilities of the job, including professional or specialist skills or experience required. Applicants will need to demonstrate in their supporting statement how they meet the criteria listed below:

Post Title: Part Time Teaching Assistant Tutor	We will assess your match to the criteria from:				
KEY: (E) – Essential (D) - Desirable		Appl. Form	Tests	Interview	References
<u>QUALIFICATIONS/EDUCATION/TRAINING</u>					
Literate and numerate to Level 2	E	✓	✓		
A recognised teaching qualification. Minimum PTTLS / Award in Education and Training (Level 3) and a willingness to obtain a level 4 qualification within two years of taking the post	E	✓		✓	
Hold a recognised subject specialism qualification at a minimum of level 3 (degree level desirable)	E	✓		✓	
Hold an assessor award (A1, TAQA, etc.)	D	✓		✓	
<u>PROFESSIONAL KNOWLEDGE/UNDERSTANDING</u>					
An understanding of Ofsted and the Common Inspection Framework as it applies to the role	D	✓		✓	
An understanding of adult and community learning	E	✓		✓	
Hold an up-to-date CPD record (minimum 30 hours per year)	E	✓		✓	
An understanding of equality and diversity, safeguarding policies and a commitment to putting them into practice	E	✓		✓	
<u>EXPERIENCE</u>					
Current experience of teaching in a post-16/further education/adult education setting	E	✓		✓	
Experience of good assessment practice in teaching and learning, and providing support to	E	✓		✓	

learners					
Experience of devising lesson plans/course outlines and schemes of work	E	✓		✓	
Experience of using E-portfolios	D	✓		✓	
Experience of embedding Functional Skills (maths, English, ICT) into vocational subjects	D	✓		✓	
<u>SKILLS</u>					
A team player with excellent presentation and communication skills, both written and verbal	E	✓		✓	
Good working knowledge of ICT to support teaching, learning and assessment	E	✓		✓	
<u>DISPOSITION/PERSONAL QUALITIES</u>					
Ability to motivate and inspire learners to achieve their learning goals	E			✓	
Commitment to teamwork and the ability to work flexibly	E			✓	
A strong commitment to learners' success	E			✓	
A commitment to keep the knowledge and skills up to date through continuing professional development	E	✓		✓	
<u>KNOWLEDGE/UNDERSTANDING OF KEY POLICIES</u>					
Understanding of Safeguarding and Prevent legislation and its application within the educational sector and in relation to this post	E	✓		✓	
Commitment to equality and diversity and a good understanding of its practical implementation in the role	E	✓		✓	