



Job Profile

Casual learningSkills Teaching Assistant

Grade D

Group: Care, Wellbeing and Learning

Service: Learning and Schools

Location: As required

Line Manager: learningSkills Co-ordinator

Car User Status: N/A

Job Purpose

learningSkills works with people who may have not been successful in their previous education. We support our learners to attain their full education and skills potential. An essential element in our work is the development of literacy, numeracy and IT skills of students. The job holder must be resilient as you may be working with students from challenging circumstances, you must have a range of positive strategies to successfully engage disaffected learners

The key roles of this post will include:

1. To support and contribute to the engagement, learning and progression of learners who may have been disenfranchised from education
2. To support learningSkills Tutors in the delivery of teaching and learning
3. To encourage student participation in learning programmes, contribute to the students personal development and support students to take responsibility for their own learning
4. To identify and overcome participants barriers to learning
5. To support learners and create a positive professional relationship
6. To assist in the preparation, adaptation, maintenance and organisation of learning resources
7. To apply Gateshead Council learningSkills quality frameworks to the support of learning programmes



8. To complete and maintain accurate records and programme administration as required by the Gateshead Council learningSkills Quality and Funding frameworks

9. To ensure a safe supportive learning environment

10. To maintain a knowledge and skill level appropriate to the position

11. Such other responsibilities allocated which are appropriate to the grade of the post



Knowledge & Qualifications

Essential:

Knowledge

- Knowledge of and commitment to anti-discriminatory practices
- An understanding of current support practices
- Awareness of the barriers that adults may face in completing a course

Experience

- Working with disadvantaged and/or challenging groups of people
- General administration skills required to successfully support learning programmes
- Experience of providing individual and group support to learners
- Flexibility and willingness to work in a variety of settings
- Ability to form effective relationships with a wide range of people
- Empathy with learners facing barriers to learning

Qualifications

- Good oral and written communication
- Willingness to undertake further training and development
- GCSE maths and English
- Teaching Assistant level 2 Qualification (or working towards a Teaching Assistant Qualification or hold a teaching qualification for working in Secondary Schools or FE)

Desirable:

Knowledge

- An understanding of the application of the Equality Act
- The application of Information Learning Technologies to learning

Experience

- Application of education with disenfranchised young people
- Supporting/ working with adults with learning support needs
- Evaluating educational experiences against quality frameworks

Qualifications

- To have a qualification or experience appropriate to the role
- Youth work Qualification
- Counselling Qualification
- First Aid Qualification
- Safeguarding Qualification
- Teamteach
- Hold a teaching qualification for working in Secondary School or FE



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences