**Teaching Assistant (Maths or English)**

**Full time/Part time (Term time only- 36 weeks)**

**£18,810 p.a (for full time hours)**

At Nescot, we have an exciting opportunity for a part time or full time **Teaching Assistant** based in **Epsom, Surrey**.

**What we are looking for:**

* Dynamic, creative and motivated individual with excellent interpersonal skills
* Experience of working with young people with English and/or Maths is desirable.
* Individuals who want to inspire our students to develop their exam skills.

**Duties/responsibilities:**

* Provide 1-1 and small group support to students with Maths and/or English
* Build student confidence
* Use motivational learning techniques
* Understand how well your students are performing and act to help them improve.

The Teaching Assistant position will give you valuable experience for you to pursue a potential teaching career in teaching at Nescot. Perhaps you want to work with a team who are committed to putting students first, share their ideas and are always looking for ways to improve. A Teaching Assistant will put students at the heart of everything you do.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

**Closing date will be October 6th 2024**

**Interviews will be held as and when candidates apply**

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications.*



**Job Description**

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| **Position Details:** | |
| **Title:** | Teaching Assistant |
| **Department:** | English and Maths |
| **Fraction:** | Full time and Part time |
| **Status:** | Permanent |
| **Grade:** | TD1 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Curriculum |
| **Functional links with:** | Vocational teams across the college |

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| **Job Purpose:** |
| To work with individuals and small groups of students to improve *and* developtheir GCSE or Functional Skills Maths and/or English skills. To motivate, inspire and enthuse students to improve in English and Maths through high quality support. Under the direction of maths teachers and the Head of Department, help students improve their skills and record and assess the progress they make. |

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| **Main Duties and Tasks:** |
| * To help our students to improve their English and mathematical skills as directed on an individual, small group or class basis, inside and outside the classroom * To be flexible to help students find different ways of overcoming the difficulties they face in GCSE and Functional Skills English and Maths. * As directed by the teacher, help students to complete the tasks they are set, check they are working correctly and provide feedback to the teacher on their progress. * At key times be willing to work with and lead a group of students with direction from the Head of Department from time to time. * To check and track students work, development, recognise their successes positively and challenge their misconceptions. * To build students’ confidence in their skills. * To be able to foster appropriate relationships with staff and students that help them to learn. * To help support students to stay on task and motivate them to succeed. * To report any instances of student misconduct to your line manager or nominated person/s. * To be an active member of the s team so that targets are achieved, and to participate fully in team meetings and other meetings/evenings as required. * To co-operate with the quality improvement programme within the college. * To promote student welfare and to work within the college policies to do so. * To comply with the relevant Health and Safety legislation in connection with your work within the working environment. To be aware of any special requirements of your particular area of work and to assume a level of responsibility appropriate to your /the role as set out in College Policies and Procedures. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and learners. In particular, to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc., being used by your class(s). |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). |

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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |

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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot’s Health & Safety Policy are available in every Department and/or on Onboarding.   |  | | --- | | **Annual leave:** | | Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. | |

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| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HoD Date: Sept 2020  UPDATED BY: HR Date: June 2024 |

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| **Person Specification – Teaching Assistant** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Recent experience of working with small groups of students.  Recent experience of working with individual students.  Recent experience of GCSE Maths/English | A / I  A/I  A/I | Recent experience of working with 16-18 year old students  Recent experience of working in the further education sector  Recent experience of Functional Skills Maths/English | A  A  A |
| **Skills and Abilities** | Excellent interpersonal skills.  Creative and *motivation*al teaching skills.  Innovative ideas that help students to improve their Maths/ English skills.  The ability to work collaboratively  The ability to see problems related to Maths /English from a student’s perspective | I/O  I/O  I/O  I/O  I/O |  |  |

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| **Qualifications** | A-Level or higher-level Maths/English or equivalent | A / I | Level 2/ 3 Teaching Assistant qualification  Teaching qualification | A  A |
| **Personal Qualities** | Positive attitude  Motivational approach to working with students  Well organised  Authority to challenge students behaviour to help them learn  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | O/I  O/I  I  I  I  I  M  I  I |  |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |