



Level 3/ HLTA Teaching Assistant Job Description

Job details			
Job title:	Teaching Assistant	Salary:	£18,231-£21,105 Pro-Rata
Type of contract	20 hours per week (exclusive of breaks)		
Location	Blackpool FC Community Trust	Closing date	5pm, Monday 9 th August 2021
		Interview date	Friday 13 th August 2021
Responsible to:	College Manager	Team:	Education and Employability
How to apply:	<p>Please download an application form from www.bfcct.co.uk or email caroline.bailey@bfcct.co.uk for an application form.</p> <p>Once completed please send your application to caroline.bailey@bfcct.co.uk or post it to:</p> <p>Blackpool FC Community Trust, F.A.O. Caroline Bailey, college manager, Bloomfield Road Stadium, Seasiders Way, Blackpool. FY1 6JJ.</p> <p>This job will be subject to satisfactory references and enhanced DBS procedures.</p> <p>Please note: Deadline of 5pm, Monday 9th August. We encourage early applicants as we reserve the right to close the application process at any time.</p>		
Job Purpose:	<p>Blackpool FC Community Trust is the charitable arm of Blackpool FC, with a focus on engaging, developing, inspiring, and supporting the people of Blackpool to live better lives.</p> <p>Blackpool FC Community Trust has a very exciting opportunity for someone to join our education team to assist our team in the delivery of our range of vocational qualifications and support the needs of students within our college.</p> <p>We are seeking to appoint a committed, enthusiastic, and positive level 3 or HLTA to provide support for our students with complex needs. The successful candidate will be a dedicated professional with the ability to inspire students and be a team player with good interpersonal skills as they will be working alongside our well-structured and supportive staff. The successful candidate will have a sound knowledge and experience of supporting individual students and groups of students with complex needs.</p>		

	<p>The post holder will work in the classroom with a teacher and will be required at times to provide small group intervention, or 1-1 targeted intervention. They will also assist in the preparation of resources for learning activities in accordance with lesson plans and in response to student's needs and may be asked to deliver sessions or team teach. The post holder will work with the teacher and within a pre-determined lesson framework, intervene and support small groups as well as individual students. They will also compile detailed verbal and written feedback on lesson content, student's responses to learning activities and behaviour to teachers and students and for a student's annual review.</p> <p>The post holder will have experience with working with students on an EHCP and other outside agencies in order to support students with complex needs, including, SEMH, PD, ASD and Dyslexia.</p> <p>The post holder will have skills in motivating student's and tracking progress by using clearly structured interesting teaching and learning activities and provide specific support to students' dependent upon their individual needs and implement strategies to breakdown their barriers to learning.</p> <p>The post holder will have a sound knowledge of a student's EHCP and any additional needs to promote and reinforce their self-esteem, independence and employ strategies to recognise and reward achievement and self-reliance throughout all aspects of the curriculum and college life through differentiated outcomes.</p> <p>The ability to work as part of a team and under your own initiative is important. The successful candidate must be able to show excellent organisational and communication skills with both students and colleagues.</p>
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Main role and responsibilities	
1.	Deliver when needed and support the delivery of high-quality lessons, providing differentiated tasks and resources.
2.	To ensure equality, diversity and inclusion expectations are met
3.	Provide one-to-one support and/or support within the classroom for students in order to improve academic progress and learning
4.	Monitor and evaluate student progress, during and after intervention to measure the impact of the intervention
5.	Encourage the inclusion of pupils with SEMH/PD/ASD, Dyslexia and any other additional needs by using positive behaviour management techniques in order to help overcome barriers to learning.
6.	Monitor the attendance and behaviour of the identified groups or individual students' and identify the appropriate area of support.
7.	Ensure and support the safeguarding of all participants and staff in line with local and national policies.
8.	To work closely with the teacher and other colleagues in assisting planning overall approaches and individual programs of work

9.	Identify any additional needs required by each student and ensure that support is available to ensure the participants can participate in all areas of the curriculum. Support students on an EHCP in lessons to ensure support throughout the course/curriculum.
10.	Lead engagement activities including nurture groups at lunchtimes; Work with individuals and groups both within and outside the classroom setting.
11.	To maintain accurate records which measure the impact of delivery, including written reports and case studies ensuring all required data is collated for the monitoring and evaluation of each students' progress.
12.	To contribute to students' annual review by producing written reports and supporting the student through this process.
13.	Working with colleagues to write and review relevant reports, including annual reviews for those students identified as requiring support.
14.	Support the raising of standards in the college by providing support to individual students' and their families
15.	Support the improvement of student's punctuality, attendance and behaviour and assist the college's pastoral program in reducing low level disruption.
16.	Support students either one-to-one or in a small group setting by helping them to remove the barriers to their learning
17.	To work alongside Blackpool FC Community Trust to promote health, education, and inclusion in a positive way to the wider community through their wide range of programs.
18.	Any other duties as required by the college manager relevant to the grade of this post

Person Specification

Qualifications		Essential	Desirable
1.	Full driver's license with own car	✓	
2.	Teaching Assistant level 3 or HLTA	✓	
3.	Team Teach	✓	
Knowledge		Essential	Desirable
4.	Sound knowledge of safeguarding practice and policy	✓	
5.	Knowledge of local education establishments and youth organisations	✓	
6.	Knowledge and understanding of the National Curriculum and vocational courses	✓	
7.	Knowledge of how to support young people with additional needs	✓	

Skills & Experience		Essential	Desirable
8.	Experience of delivering, assisting, and differentiating tasks for young people	✓	
9.	Experience of working with young people	✓	
10.	Proven ability to assist in planning individual programs for young people with additional needs.	✓	
11.	Proven track record of working with young people in an educational setting.	✓	
12.	Experience of dealing with poor behaviour	✓	
13.	A proven ability to work under pressure and tight deadlines	✓	
14.	Proven track record of successfully working with individuals who have various needs and who are hard to engage	✓	
15.	Experience of writing reports and monitoring the impact	✓	
16.	Ability and willingness to work within school timings.	✓	
17.	Examples of self-motivation and the ability to work on own initiative	✓	
18.	Experience of youth work		✓
Behaviour		Essential	Desirable
19.	A commitment to supporting participants, and the principles of equality, diversity and inclusion	✓	
20.	An enthusiastic and committed individual who will 'go the extra mile' to deliver results	✓	
21.	Excellent organisation and time management skills	✓	
22.	Excellent communication and motivational skills	✓	
23.	An ability to inspire others	✓	
24.	A Drivers Licence and access to own vehicle.	✓	
25.	Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support within the college environment and the trust.		
26.	Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust.		
27.	Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust.		
28.	Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust.		

Important information about your application

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you.

If you would like to know more about the data we collect and how we use the data please email selina.hayes@bfcct.co.uk.

Please note: Deadline of 5pm, Monday 9th August. We encourage early applicants as we reserve the right to close the application process at any time.

Employment Benefits

- Membership to Perkbox
- 28 day's annual leave (inclusive of 8 days bank holidays) increasing by five days after five years of employment
- Community Trust uniform
- Use of work laptop
- Fuel allowance for work related expenses
- Support with work related CPD opportunities.