

Job Description

Job Title	Teaching Support Assistant
Reports To	Senior Head of School
Contract	Full-time, Permanent
Grade	Business Support Scale (Grade 4, spine 18-21)
Location	Stratford and Eastham

Our Vision

Mission statement

The mission of the College is to develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers.

College Values

- A** **Ambitious** – *We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.*
- S** **Successful** – *We build resilience and determination to achieve great results, celebrating individual and collective success.*
- P** **Professional** – *We foster high levels of professional standards, with an emphasis on integrity and accountability.*
- I** **Innovative** – *We strive to be at the forefront of innovation for education, skills and employment.*
- R** **Respectful** – *We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.*
- E** **Engaging** – *We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.*

Equality of opportunity

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of children and vulnerable adults

The College is committed to safeguarding, promoting all learners’ welfare, and expects its staff to share this commitment. All posts in the College are subject to a Children’s Barred List check. All posts are subject to a Disclosure and Barring Service check at Enhanced Level.

Job Purpose

Newham College is on a quest to find outstanding Teaching Support Assistants to join our esteemed team. With a strong commitment to excellence, we are carefully selecting top-notch individuals to provide invaluable support to our teaching staff and students. If you are passionate about supporting learners and dedicated to making a positive impact in educational settings, we invite you to join us in shaping the educational experiences of tomorrow's leaders. Be part of our exclusive community, where excellence is celebrated, and every contribution is valued.

Key Duties and Responsibilities

As a Teaching Support Assistant (TSA), you will be on the front lines of supporting the educational journey of students, providing invaluable assistance to both teachers and learners alike. Your role extends far beyond the confines of the classroom; you will serve as a mentor, guide, and advocate for students, ensuring that they receive the individualized support they need to succeed. Whether you are assisting with lesson preparation, providing one-on-one support to students, or helping to create a positive and inclusive learning environment, your contributions will be instrumental in fostering academic achievement and personal growth. By offering encouragement, motivation, and practical assistance, you will empower students to overcome challenges, build confidence, and reach their full potential. Your dedication to supporting the educational experience of students will not only make a difference in their lives but also contribute to the overall success of the learning community.

Person Specification

The following qualities are all deemed essential to the requirements of the post. The College will, therefore, be seeking evidence of these in the selection process, which will include application form, an assessment centre, interview(s) and references. The College is seeking to appoint highly skilled, dynamic, flexible, and committed people with the potential to help us realise our mission and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas to make an appointment.

Essential qualifications include a minimum of a Level 2 or Level 3 Teaching Assistant qualification, such as a CACHE Level 2 or Level 3 Certificate in Supporting Teaching and Learning in Schools. GCSEs (or equivalent) in English and Mathematics are also required.

Desired qualifications encompass additional training or certification in areas such as special educational needs (SEN), safeguarding, or behaviour management. Experience working with children or in educational settings, as well as strong communication and organizational skills, are highly valued.

A Successful Track Record of:

Previous employment (graduates without a previous employment history may be shortlisted in certain circumstances)

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at different sites within Newham College. This may be on a temporary or indefinite basis and may involve a change in line management and/or regularly working at more than one site.