

THE HIVE COLLEGE: LEVEL 2 WORK PLACEMENT SUPERVISOR / TEACHING ASSISTANT – JOB DESCRIPTION

1.0 JOB PURPOSE

- 1.1 To support Work Placement Team and teaching staff in the development and education of students specialist skills as appropriate for the workplace and in the classroom.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Work placement supervisors will need to hold a clean driving licence and be able to travel to a variety of locations as and when required by the Work Placement Co-ordinator.
- 2.2 To be able to adapt to changes in routine and accommodate demands of the role for working on and off site.
- 2.3 To be able to undertake flexible working hours which will include some early mornings and late evenings.

Support for Students

- 2.4 Support the activities of individuals or groups of students. Participate in the education of students, including contributing to their health and well-being.
- 2.5 Support students with special needs such as:
- Sensory and/or physical impairment.
 - Cognition or learning difficulties.
 - Behavioural, emotional and social development needs.
 - Communication and interaction difficulties.
- 2.6 Dealing with the personal care needs of students where appropriate in line with the college guidance.

Support for the Workplace Co-ordinator/Teacher(s), off and on site

- 2.7 Provide support for learning activities by.
- Supporting the teacher in the planning and evaluation of learning activities.
 - Supporting the delivery of learning activities.
 - Provide learning materials to assist students in the workplace and the classroom.
- 2.8 Support in organising effective learning environments and maintaining appropriate records.
- 2.9 Support literacy and numeracy activities in the workplace/classroom.
- 2.10 Support the maintenance of student safety and security.
- 2.11 Contribute to the management of student behaviour by:
- Promoting college policies with regard to student behaviour.
 - Supporting the implementation of strategies to manage student behaviour.
- 2.12 Undertake routine marking in line with college policy.

Support for the College

- 2.13 Provide support to colleagues.
- 2.14 Develop own effectiveness in a support role.

Support for the Curriculum

- 2.15 Support the use of information and communication technology in the workplace/classroom.

- 2.16 Work as required across the curriculum within the college and support students in the workplace.
- 2.17 Individuals have a responsibility for promoting and safeguarding the welfare of students and young people they are responsible for or comes into contact with.
- 2.18 To ensure their tasks are carried out with due regard to Health and Safety.
- 2.19 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.20 To adhere to the ethos of the college:
 - To promote the agreed vision and aims of the college.
 - To set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings and progression evenings.
- 2.21 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of The Hive College.

3.0 SUPERVISION RECEIVED

- 3.1 **Supervising Officer's Job Title:** Executive Principal / Work Placement Co-ordinator
- 3.2 **Level of Supervision**
 - Left to work within established guidelines subject to scrutiny by supervisor.

PERSON SPECIFICATION

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	<ol style="list-style-type: none"> Experience of working with young adults Some experience of supporting young adults in Literacy, Numeracy and working with SEN groups and individuals Some experience of using ICT effectively Knowledge of policies and codes of practice/legislation Clean driving licence, willingness to drive college minibuses / car 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p>
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	<ol style="list-style-type: none"> A good understanding of development and learning processes The ability to follow instructions from the Work Placement Co-Ordinator / Teacher and also be able to work independently To make effective contributions to the team as appropriate The experience of and the ability to deal positively with young adults and parents The ability to manage behaviour effectively The ability to implement assessment for learning under the guidance of the Work Placement Co-Ordinator / Teacher Show initiative and work independently Ability to work within and apply all college policies e.g. Behaviour Management, Adult Safeguarding, Health and Safety, Equal Opportunities 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
TRAINING	<ol style="list-style-type: none"> Willingness to participate in further training and developmental opportunities offered by the college and county, to further knowledge 	<p>AF/I</p>
EDUCATION/QUALIFICATIONS NB Full regard must be paid to overseas qualifications	<ol style="list-style-type: none"> NVQ Level 2 qualification Good numeracy and literacy skills Good ICT skills 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
OTHER	<ol style="list-style-type: none"> A flexible and positive attitude Competent and organised Patient Enjoy working with young adults 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
SAFEGUARDING	<ol style="list-style-type: none"> Enhanced DBS is essential This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role 	<p>AF/I</p> <p>AF/I</p>
CONTRA INDICATION		

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY