

Schools Vocational Higher-Level Teaching Assistant

Contract Term: Permanent

Hours: 37 hours per week

If you would like to work for a company who has been included in the Times Top 100 Large Companies to Work for in the UK and one that also holds Investors in People Platinum we would love to hear from you!

Who we are

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships, Higher Apprenticeships and Schools Provision across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do

ACT Schools prides itself on its values and ensures the best possible delivery is given to our learners. You will be passionate about ensuring young people are equipped to become successful adults with a wide range of skills and abilities.

We are looking for a positive, caring individual who is keen to support learners who encounter challenging behaviours within ACT Schools' vocational provision. You will be enthusiastic and patient and will have a full understanding of behavioural, emotional and social difficulties (BESD).

As an employee of ACT Schools, you will be expected to support the delivery of high-quality teaching, learning and assessment in line with ESTYN requirements. You will be responsible for supporting group sizes of approximately 7, 14– 16 year olds, who have been referred to us, to complete a vocational qualification to compliment their main education offer. Some may have been referred due to either having been or are at risk of being excluded from mainstream education, who are school phobic or are classed as vulnerable.

The role is based at our Cardiff Vocational Site, Hadfield Road and you will be reporting to the Schools Vocational Manager. Some movement between centres may be required.

What we offer

- Salary of £20,000 per annum rising to £21,500 per annum (grade 4)
- Generous Holiday Package (including a shutdown period of 4 weeks during the summer period)

- Contributory Pension Scheme
- Contribution to Health & Wellbeing
- Total Reward Package starting at £22,500 per annum

What you are responsible for

- Establish a safe, inclusive and purposeful learning environment which allowing learners to feel safe and sufficiently confident to make an active contribution to learning and ACT Schools.
- Be responsible for reporting safeguarding concerns to the Schools Vocational Manager in accordance with ACT's safeguarding policy.
- Behaviour manage classroom/cohort constructively by establishing and maintaining a clear and positive framework for classroom discipline, in line with ACT Learner Standards and the Schools' Behaviour Policy.
- Follow behaviour management strategies and provide effective behaviour support to delivery staff.
- Challenge instances of poor or disruptive behaviour both inside the classroom and in recreational areas using appropriate de-escalation techniques which may include physical intervention.
- To provide professional, detail reports in relation to incidents that occur within the provision, including the reporting of damage.
- Be actively involved in the supervision of learners during break and lunch times.
- Escort, support and supervise learner on extra-curricular visits and out of school activities.
- Supporting learners by meeting their needs whilst working towards qualifications.
- Undertaking 1-1 and group support for learners.
- Supporting the graduated response model, ensuring all learners are exposed to an inclusive approach to learning
- Lead on target setting and be responsible for reviewing this termly with learners.
- Being responsible for ordering and maintaining stationary and equipment.
- Acting as a mentor for some learners who require additional support.
- Support Schools Vocational Tutors with:
 - Delivery of the school's curriculum and engaging sessions within the centre and outdoors
 - Delivery of the educational aspects of the programmes and ensuring evidence is available for internal verification
 - Development and maintenance of resources
 - Enforcing appropriate disciplinary procedures in line with ACT's rules, regulations and codes of conduct.
- Maintaining accurate records of individual performance and progress, as required.
- Recording and reporting of learner attendance and other relevant data.
- Carrying out any related administrative duties required enabling the smooth running of the programmes.
- Ensuring equality and fair treatment of people is applied and maintained at all times.
- Adhering to and promoting **ACT's** environmental practices.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

Personal and other duties and responsibilities

- To actively keep updated with the company's services and programmes.
- To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself but also the company.
- To carry out any role specific CPD in a timely manner

- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display **ACT** core values at all times.

What we are looking for

		Assessment Method	Essential	Assessment Method	Desirable	
Experience	A	Application/ Interview	Experience of working with challenging, disengaged learners	A	Application/ Interview	Experience of working within an alternative learning environment
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum of 3 GCSE's or equivalent	A	Application/ Certificate verification	Team Teach
	B	Application/ Certificate verification	Minimum Level 1 qualification in relevant vocational qualification (or be willing to work towards one as condition of employment)	B	Application/ Certificate verification	Youth Work qualification
	C	Application/ Certificate verification	Teaching assistant/ teaching qualification or equivalent (or be willing to work towards one as condition of employment)			
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker
	B	Interview	Ability to communicate effectively to learners, colleagues, managers, parents, stakeholders etc. by telephone, in person and in writing			
	C	Interview	Well organised			
	D	Interview	Reliable, respectful, confident and well presented			
	E	Interview	Team player with ability to work on own initiative			
	F	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To display ACT Values			
	B	Interview	Supportive and empathetic			
Other	A	Interview		A	Application/ interview	Hold a full U.K. driving licence

Have you got what it takes? Apply via this link: <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=18934-35A96D5C-1D26-44BF-9656-0EA5248116C4>