

APPLICATION PACK

Graduate Teaching Assistant

November 2023

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Please refer to all the documents listed above prior to completing your Application Form

About Priestley College

Priestley College is a founder member of The Challenge Academy Trust (TCAT) which currently consists of 9 schools and the College, working together to deliver a cohesive education pathway from primary through to sixth form.

We are an inclusive college with a consistent record of high achievement. We offer around 70 A-Level and Vocational courses and we are a college of several firsts.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

In September 2020, Priestley was chosen to be among the first tranche of colleges to provide T-Levels. In the same year our rugby academy became the first in the UK to receive 'dual status' as both boys and girls were excelling.

In its most recent OFSTED report the College was praised by inspectors who said 'teachers ensure students develop the skills and knowledge they need to be successful in their qualifications and in their working life'.

In 2021 Priestley retained its matrix accreditation after an inspection found the quality of advice and guidance it provided met the internationally-recognised standard.

There are now over 2000 students at Priestley with the latest investment a £1.5M technology centre that boasts more than 200 computers. The Crescent Building has also been extended to provide extra café and study space whilst the Performing Arts facilities have been modernised. More than £15M has been invested in the campus since 1999 on projects including the Learning Resource Centre and an all-weather sports pitch.

Priestley's growth in numbers has also gone hand in hand with increasing the range and scope of provision as well as significant improvements in quality.

By responding to student demand and national curriculum development, we have been able to broaden the choice by offering new curriculum lines.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

The College's goal will always be to inspire, challenge and support its students to ensure they reach their full potential.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

About the Post and How to Apply

Graduate Teaching Assistant

An exciting opportunity has arisen for a number of Graduate Teaching Assistant to join Priestley College and directly support students' learning.

The successful graduate will be passionate about their subject, be able to inspire and motivate, have high expectations of students' learning, achievement and behaviour, and work with our dedicated college community to make a difference to the lives of young people.

Responsible to: Assistant Principal – Teaching, Learning and Assessment

Start Date: 8th January 2024 (subject to successful pre-employment checks including an Enhanced DBS check or a check against the DBS Update Service if registered)

Post Details: Temporary up to 28th July 2024 | Part-Time 28 hours per week | Part-year 190 days per worked in the academic year

Contractual Terms: NJC Terms and Conditions for Support Staff in Sixth Form Colleges

Salary: Point 10 on the NJC SFC Support Staff Pay Spine i.e. £25, 276 pa FTE. Your salary will be pro-rata based on the hours and weeks that you work in the year.

Pension Scheme: Local Government Pension Scheme (Cheshire Pension Fund)

Application Deadline: 12 noon Monday 20th November 2023.

Interviews: It's anticipated that interviews will be held as soon as possible following the application process

How to Apply:

The application form is in word format and *should be downloaded to your pc and saved*, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected and possibly referred to the police.

Your application should be returned to hr@priestley.ac.uk or in hard copy format by hand, or posted to: **HR Department, Priestley College Loushers Lane, Warrington WA4 6RD**. Incomplete applications will not be accepted.

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.

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As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.

Evidence of Identity

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition, a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.

References (Safeguarding Requirement)

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. **from your current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include a DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

Job Description

Graduate Teaching Assistant

Responsible to: Relevant Head of Faculty

Job Description & Purpose:

- Graduate Teaching Assistants will work closely with Heads of Faculties and lead on College intervention strategies with targeted students either in 1 to 1 or small group sessions (groups of up to 5 students). Sessions will last c45 minutes per week.
- The interventions will be to support students in the development of vocational and academic knowledge and skills.
- Graduate Teaching Assistants will develop/ deliver a bespoke programme that can be utilised across a range of related subject areas. They will liaise with Faculty and curriculum leaders to develop the programme and ensure that the skills delivered are appropriate to the students' needs.

Key Areas of Responsibility:

- Develop individual learning plans with a focus on improving the identified gaps in students' knowledge, skills, and behaviours.
- Plan and deliver small group tuition activities to identified students to support them to 'catch up' to the expected level of knowledge, skills and behaviours. The ability to breakdown and simplify complex concepts is essential. Specific activities could include the following:
 - Help students to develop their Maths and English knowledge and skills (with a particular focus on how these may be applied in the subjects students are studying – e.g. subject specific terminology);
 - Promote confidence, motivate and provide guidance and encouragement to the student in whatever activities s/he is undertaking;
 - Consolidation of knowledge and skills, for example revisiting subject content with students to help identify gaps in knowledge and understanding and create an action plan to address identified needs;
 - Set and review SMART targets with individual students to ensure progress and obtain improvement where necessary.
 - Help to organise student files and supporting students with revision techniques and preparation for internal and external assessments;
- Work with Faculty/ Curriculum teams to monitor individual progress of the identified students.
- Ensure students are up to date with their work and liaise with the tutors to identify gaps and assist in ensuring the student can meet targets.
- Contribute to record keeping and tracking systems for students;
- Ensure close liaison and good communications with other staff (for example Personal/ Progress Tutors or the Learning Support Team) in matters concerning students.
- Work with students to ensure that they are equipped with the skills they need for the world of work and progression through College.
- Support individual students so they can maximise their potential, develop independence so they can achieve positive destinations into work.

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- Deal promptly and effectively with inappropriate student behaviour.
- Promote and safeguard the welfare of children and young people that the post holder has responsibility for or contact with.
- Undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager.

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Person Specification

Graduate Teaching Assistant

All Staff must make a positive contribution to:

- The College's Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the College
- Priestley College's Mission Statement

	Essential	Desirable	Identified by
Education and Training			Application Interview References Certificates
Degree level (or equivalent) experience / qualifications	✓		
English and Maths qualifications at a minimum of level 2 / GCSE	✓		
Relevant Experience			
Experience of working with young people to support them in their educational journeys and personal development		✓	
Coaching / mentoring skills		✓	
Experience of setting and agreeing SMART targets with young people and of monitoring progress towards these.		✓	
Experience of supporting learners in an educational setting, working to support plans and evaluating the impact of the support delivered		✓	
Knowledge and Abilities			
Ability to adapt learning materials and implement support strategies to meet the additional needs of an individual learner	✓		
Personal Qualities			
Adaptability and willingness to learn	✓		
Possess excellent communication skills both written and verbal	✓		
Possess good ICT skills	✓		
Be a team player, be flexible and adaptable with excellent inter-personal skills	✓		
Ability to work effectively to meet deadlines	✓		
Demonstrate a commitment to equality and diversity as well as health & safety	✓		
Safeguarding			DBS Certificate
Suitable to work with children and young adults and/or vulnerable adults	✓		
Willingness to apply for an Enhanced Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service)	✓		