Job Title: Teaching Assistant

The post holder will be accountable to a Centre Lead who is accountable VLC Principal.

Job Description

**Duties and Responsibilities**

* To support the teaching of agreed subjects up to at least GCSE standard 1:1 and to small groups of secondary aged students, in accordance with VLC’s Curriculum Policy.
* To mark work for students’ lessons in line with VLC’s Marking and Assessment Policy.
* To be well researched and planned for all lessons and activities.
* To work and communicate effectively within a centre team.
* To liaise with the Centre Leader to accurately assess and report on student progress.
* To communicate with parents or stakeholders as requested by the Centre Leader.
* To abide by VLC’s Safeguarding Policy.
* To promote the development of student’s physical, mental and emotional health.
* To attend staff meetings and monthly CPD sessions as relevant.
* To abide by VLC’s Staff Code of Conduct.
* Other duties as agreed with the Employer.

Person Specification

**Qualifications**

* GCSE in Mathematics and English at Grade C or above (or equivalent).
* Further qualifications in a relevant subject.

**Skills and Experience**

* Ability to teach individual students to at least GCSE level.
* Good team working and communication skills.
* Flexible and creative thinking in order to overcome problems.
* Teaching Assistant experience is desirable but not essential.
* A full driving license and business insurance is desirable.

**Character**

* Willingness to flex to accommodate the different needs of each student.
* A commitment to the aims, ethos and values of VLC.

Hours and location

* Warwickshire schools’ term time, 8.30am until 4pm.
* VLC is based in Whitnash. You may also be required to work in our Cubbington and/or Shottery centres in accordance with business needs.

*VLC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.*