

CARSHALTON ATHLETIC ACADEMY

P U R E F O O T B A L L

Job Description for BTec Teaching Assistant

Job Title: Teaching Assistant

Reports to: Director of Education

About Carshalton Athletic Academy: The Academy offers a full time, two year or three year sixth form programme where students aged 16 - 19 study a Level 3 National (Extended) Diploma in Sports Coaching & Development, whilst gaining pathway opportunities into 1st team semi professional football.

Our mission at CAFC Academy is to provide every student with the highest standard of football development, education, mentorship and personal development whilst giving them access to a wide range of future pathways. We give every student the individual attention they deserve both on and off the pitch and empower the young people to succeed in whichever pathway they choose.

The complete programme is delivered at the main football stadium which benefits from state of the art technology and resources.

Job Purpose:

Carshalton Athletic Academy are looking for a Teaching Assistant for their Level 3 BTec students to provide academic support, administration tasks and supervision.

This position can be Term Time only or a Full time role to suit the right candidate and CAFC may be able to support the successful candidate with gaining TA or Teaching qualifications.

We are seeking to appoint a committed, enthusiastic, and positive teaching assistant to work within our Sports College. The successful candidate will be proactive with the ability to inspire students and be a team player with good interpersonal skills as they will be working alongside our supportive staff.

The post holder will work effectively with BTEC Tutors, keeping the students on schedule, and ensuring that the students enjoy attending the programme. You will deliver outstanding pastoral and academic support in order to ensure CAFC learners make excellent progress and are successful in their studies and enhance their career prospects.

The successful candidate will have supporting individual students and groups of students and those with SEND. The ability to work as part of a team and under your own initiative is important. The successful candidate must be able to show excellent organisational, administrative and communication skills with both students and colleagues.

The job holder will play a powerful and influential role in many young people's lives by promoting the CAFC values.

Carshalton Athletic FC Academy is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

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The main activities and responsibilities are:

- To support individuals and groups of learners as required in their classroom lessons.
 - To support Academy break and meal time routines.
 - To support team managers at Academy matches.
 - To maintain discipline and order, following all codes of conduct.
 - To encourage respect and follow equal opportunities codes, inclusion and diversity.
 - To communicate with staff on student progress.
 - To ensure rooms and facilities remain safe, healthy environments conducive to learning.
 - To provide or contribute to progress reports, reviews or assessment evidence.
 - To manage cultural diversity and equal opportunities in an effective manner.
 - To carry out all ad hoc duties as required.
 - To support learning programmes for groups of students, and to guide them through the learning process (target setting, action planning, review, progression).
 - To support the pupil's social and emotional development.
 - To promote high attendance.
 - To maintain accurate records of students' achievement and attendance, and provide reports on student progress as required.
 - To participate in team meetings and contribute to planning, development and review activities, including course review and self-assessments.
 - To provide an outstanding learning experience to students.
 - To ensure training rooms remain safe, healthy environments conducive to learning.
 - To contribute to Open Evenings, parents' evenings and similar events as required.
 - To contribute to the process of student recruitment and enrolment in conjunction with the Admissions Unit.
 - To work cooperatively with staff and teams in all areas of the college in order to ensure an effective service to students.
 - To promote Equality & Diversity and Safeguarding in teaching and learning.
- To provide coaching sessions to children during holiday soccer camps. (Full Time position only)

Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All staff are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College's Safeguarding policy and procedures, and undertake mandatory Safeguarding Training.
3. Adhere to and actively promote the College's Prevent Agenda
4. Adhere to and actively promote the College's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
5. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.

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6. Be committed to professional self-development, through participation in continuing professional development, which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
7. Comply with and promote College Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
8. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the place of work.
9. Support college events such as Open Evenings and Enrolment sessions when required.
10. Adhere to all College procedures as detailed in the Employee Handbook.
11. At all times seek to serve the best interests of the College and Football Club.
12. To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification for Teaching Assistant

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

Area	Criterion	Mandatory	Desirable
Qualifications	A recognised teaching assistant qualification		✓
	A degree in a closely related subject or equivalent professional qualification		✓
	Maths & English GCSE / Level 2 equivalent	✓	
	Equality & Diversity Level 2 (or willing to obtain)	✓	
	Safeguarding Children & Vulnerable Adults Level 2 (or willing to obtain)	✓	
	FA Coaching Badges (Full Time position only)	✓	
Knowledge & Experience	To have relevant experience to the position applied for	✓	
	Experience at coaching / tutoring / training		✓

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	Experience of working with groups of young people	✓	
	Understanding of issues in teaching and learning in FE	✓	
	Have the technological ability to work both on site and remotely	✓	
	Experience coaching football (Full time position only)	✓	
Skills & Competencies	Organisational skills	✓	
	Time management skills	✓	
	Effective verbal and written communication skills	✓	
	To work as part of a team	✓	
	To prioritise and work to targets and tight time schedules	✓	
	Ability to recognise learning needs and styles and plan teaching methods accordingly	✓	
	Clear understanding of Confidentiality, Equal Opportunities and Health and Safety	✓	
	To be proactive and adaptable	✓	
	To be able to follow directions	✓	
	Full UK driving licence		✓