

# Job Description: Aspiring Teaching Assistant

**LOCATION** Energy Coast UTC, Blackwood Road, Lillyhall, Workington, CA14 4JW

**HOURS OF WORK** Term time Only – 34 Hours per Week plus two days (Some flexibility in working hours may be considered for the right candidate, including adjusted start or finish times where possible.)

**SALARY** National Living wage in the first instance – working up to £ 27,027 (pro rata'd to £ 23,369) once training is complete

**RESPONSIBLE TO** Special Educational Needs and Disabilities Coordinator (SENCo)

## Join Our Dynamic Team as a Teaching Assistant

Are you ready to take your first steps into a career in education and make a real difference? Energy Coast UTC, Workington, is looking for enthusiastic and motivated individuals to join our team as Teaching Assistants, supporting pupils with special educational needs and/or disabilities (SEND) from Year 10 to Year 13.

### No Experience Needed – Just a Willingness to Learn!

We believe in the power of fresh ideas and new perspectives. If you're a person who's passionate about helping others, eager to learn, and ready to grow, this could be the perfect opportunity for you. Our supportive team will help you develop your skills and confidence as you work alongside experienced staff.

### Key responsibilities:

- Support students with SEND in the classroom and help them achieve their best
- Work with teachers to prepare lessons and adapt materials for different needs
- Provide one-to-one and group support for students who need extra help
- Get involved in creating inclusive activities and resources
- Help build a positive, inclusive environment for all learners
- promote independence and employ strategies to recognise and reward achievement of self-reliance
- Help maintain a calm, inclusive, and well-managed learning environment through positive behaviour support strategies.

## We are Looking for Someone who is:

- Friendly, positive attitude and a genuine interest in supporting in education
- Willing to learn and take on new challenges
- Committed to supporting students' progress and wellbeing
- Ready to be part of a dynamic team inspiring the next generation
- motivated, organised, and confident in taking on a variety of tasks and challenges.

## Why Join Us?

- We will provide appropriate training and encouragement for candidates wishing to work towards the Level 3 Supporting Teaching and Learning qualification via independent study.
- We are committed to supporting your professional growth and providing opportunities to develop your skills and progress within the UTC.
- Be part of a vibrant, forward-thinking community

## Safeguarding and Compliance

- Willingness to undergo enhanced DBS checks and any other pre-employment checks required
- Commitment to safeguarding and promoting the welfare of children and young people
- Understanding of the importance of confidentiality and professional boundaries

During the probationary period, support and training will be provided, with the expectation that the successful candidate will progress to independently fulfilling the responsibilities of an experienced Teaching Assistant thereafter. The successful candidate will also be encouraged and supported to complete the Level 3 Supporting Teaching and Learning qualification through independent study.

If you are passionate about supporting young people and are excited to start a career in education, we would love to hear from you. Please complete the online application form and forward to [jade.redmond@energycoastutc.co.uk](mailto:jade.redmond@energycoastutc.co.uk) . For more information or an informal chat about the role, please contact our SENCo, Emma Jackson, at [emma.jackson@energycoastutc.co.uk](mailto:emma.jackson@energycoastutc.co.uk)

*Closing Date: Monday 8 June 09:00*

*Interview Date: Monday 15 June time tbc*

## **Energy Coast UTC – Inspiring the Next Generation**

### **Person Specification – Teaching Assistant (SEND)**

The following criteria outline what we are looking for in applicants. Criteria may be assessed through the application form/CV, interview, and/or references.

#### **Essential criteria**

##### **Qualifications/Training:**

- English and maths qualifications at GCSE grade 4/C or above, or equivalent.
- Willingness to undertake further training related to SEND and the UTC environment

##### **Experience:**

- No prior experience required; however, candidates must demonstrate a strong interest in education and/or supporting young people, as well as the ability to work effectively as part of a team, building positive and professional working relationships.

##### **Skills & knowledge:**

- Ability to work collaboratively with SENCo and teachers to prepare/adapt learning to meet different needs.
- Ability to provide one-to-one and small-group support, following guidance from SENCo and teaching staff.
- Commitment to promoting inclusion, equality, diversity and a positive learning environment.
- The ability to work constructively as part of a team, understanding department roles and responsibilities and own position within these.

##### **Personal attributes:**

- Ability to relate well with young people and promote high aspirations.
- Friendly, positive, and professional approach; patient and resilient.

- Willingness to learn, take on new challenges, and reflect on practice to improve.
- Commitment to supporting pupils' progress, wellbeing, and independence.
- Good interpersonal skills with a high level of emotional intelligence.

### **Safeguarding:**

- Understanding of the importance of safeguarding and professional boundaries, and willingness to follow school policies and procedures (training provided).
- Commitment to promoting the welfare of young people.

### **Desirable criteria**

- Previous voluntary or paid experience working with children/young people (e.g., mentoring, coaching, youth work).
- Awareness of common SEND needs and strategies to support learning and wellbeing.
- Confidence contributing ideas for inclusive activities and learning environments.
- Good general IT skills, including the ability to use school systems, prepare resources, record and monitor student information, communicate with parents, and support day-to-day administrative responsibilities.
- An interest in progressing within education and undertaking further qualifications/training.
- Enhanced DBS Clearance
- An understanding of vocational subjects such as Engineering and Construction

Energy Coast UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We welcome applications from all sections of the community and value diversity.