

JOB DESCRIPTION / PERSON SPECIFICATION	
Job Title	MATHS & ENGLISH HIGHER LEVEL TEACHING ASSISTANT & ENRICHMENT CO-ORDINATOR
Reports To	STUDY PROGRAMME AND FUNCTIONAL SKILLS MANAGER
Department	DELIVERY
Location	NEWBURY TRAINING CENTRE
Programmes	GREAT START / APPRENTICES

## JOB DESCRIPTION

WBTC is a not-for-profit work-based Training Provider delivering Apprenticeships and Study Programmes to young people between the ages of 16-25 in addition to a variety of other funded programmes and commercial courses.

### Programme Profile:

Great Start is the WBTC programme title for the DfE funded Study Programme. The Study Programme is designed for ages 16-18 (19-24 for High Need Students (HNS)). It is a programme that is structured to meet the needs of the individual learner, to stretch and support them to progress. This programme provides learning and support for people who are not in education, employment & training, classed as unemployed or not apprenticeship ready. The provision includes Functional Skills maths and English, employability skills and pastoral care. The enrichment focus for this role will be to ensure employers are found and matched appropriately with Great Start learners. The aim is to enable learners to achieve the Work Placement aspect of their programme whilst building employability skills to better place them in successfully achieving employment.

Key responsibilities of this role include, but are not limited to:

### Training & Programme Delivery

- To plan and deliver Functional Skills English and maths to learners on an individual or group basis according to learners learning needs and requirements.
- To support tutors with classroom delivery as required, engaging with learners who need support in a classroom setting or 121
- Reinforce lessons presented by the classroom teacher by reviewing material with students individually or in groups
- Provide additional learning support to learners where identified
- Develop learning programmes for individual needs and adapt appropriate materials accordingly
- Monitor and support the social and emotional needs of learners appropriately
- To be part of ongoing assessment of learners' learning needs and to make adjustments as necessary minimising barriers to learning and achievement (working to Education and Health Care Plans)
- To deal with challenging or inappropriate behavior in a professional manner according to guidelines and disciplinary procedures

- Manage allocated learners and complete all necessary paperwork including tracking progress made and feeding this into the overall monitoring system
- Liaise with relevant colleagues to ensure all are kept informed of learner progress
- Contribute to the development of the programme curriculum where applicable to ensure it satisfies the needs of individual learners and meets the programme requirements

### **Enrichment Co-Ordinator**

- Engage employers across a variety of sectors for the provision of short/long term work placements, liaising with the Business Development Team as appropriate
- Liaise with the Study Programme and Functional Skills Manager to ensure a comprehensive list of learners requiring work placements is current and updated on a regular basis to record progress being made
- Match learner profiles to employer placements and arrange interviews according to learner's sector preference within 3 months of their Great Start programme start date and support learners prior to interview to ensure they are given the correct information, advice and guidance to achieve a positive outcome
- Manage and monitor all learners on work placement, check and record attendance, ensure timesheets are completed and handed in, carry out workplace assessment and reviews to feed back to the Study Programme and Functional Skills Manager
- Deal with problems or issues within the work placement if and when they occur
- Lead on enrichment activities and trips

### **Compliance**

- Undertake administrative duties, maintaining confidential records, monitor, review and evaluate work in line with quality standards

### **Quality**

- Engage in observations of teaching, learning and assessment (OTLA) and use feedback to further develop skills and knowledge
- Participate in quality assurance processes such as standardisation, marking/assessment and other duties to a high standard
- Take an active role in tracking and team meetings with your line manager and report any matters or issues likely to affect your learners' progress or the learning programmes
- Maintain professional knowledge in the subject/sector specialism by attending any relevant training/meetings/events necessary for individual and programme development as directed, and ensure your CPD record is up to date and shared with relevant personnel
- Uphold the aims and objectives of our Equality, Diversity and Inclusion, Fundamental British Values and Safeguarding and Prevent policies and ensure their implementation
- Uphold the WBTC's vision and mission and promote strategic business aims

### **Other**

- Undertake additional duties as allocated from time to time.

## ROLE COMPETENCIES

		Level 1 Applying or Level 2 Supporting
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>Organisational Awareness</li> <li>Teamwork</li> <li>Personal Accountability</li> <li>Reliability</li> <li>Communication – Verbal &amp; Written</li> </ul>	<ul style="list-style-type: none"> <li>1 – Applying</li> <li>1 – Applying</li> <li>1 – Applying</li> <li>1 – Applying</li> <li>1 – Applying</li> </ul>
<b>Functional Competencies</b>	<ul style="list-style-type: none"> <li>Analysing and Problems Solving</li> <li>Planning and Organising</li> <li>Flexibility</li> <li>Results orientation</li> </ul>	<ul style="list-style-type: none"> <li>1 – Applying</li> <li>1 – Applying</li> <li>1 – Applying</li> <li>1 – Applying</li> </ul>

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>Educated to GCSE C/4 or above in maths and English, or Functional Skills L2 in both</li> <li>HLTA Qualification</li> </ul>	<ul style="list-style-type: none"> <li>Information, Advice and Guidance at Level 3 or above</li> <li>One or more relevant teaching qualifications (e.g. PTLLS or equivalent upwards, assessor award, Cert Ed, PGCE, Literacy and numeracy subject specialism at level 3 upwards), and the willingness to undertake additional training for the role as required</li> <li>Teaching Assistant qualification or apprenticeship</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Teaching/Delivery experience face to face and remote (although this will mainly be face to face)</li> <li>Experience of assisting in classes or supporting with 121 needs</li> <li>Experience of working with learners with learning difficulties and/or challenging behaviors</li> </ul>	<p>Experience of working with learners aged 16-18</p>
<b>Communication and Relationship Skills</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills and the ability to relate to a wide range of people</li> <li>Ability to work effectively as a member of a team</li> <li>Ability to motivate and influence a range of learners</li> </ul>	

	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> <li>An enthusiastic and empathetic approach</li> <li>Flexible attitude</li> <li>Honesty and integrity</li> </ul>	
<b>Practical and Physical Skills</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Extensive IT skills, competent in Microsoft Office (Outlook, Word and Excel)</li> <li>Good interpersonal skills, confident and professional telephone manner</li> <li>High level of presentation skills</li> <li>Commitment to highly professional and personal standards of work and conduct</li> <li>Self-driven</li> </ul>	
<b>Decision Making and Problem Solving</b>	<ul style="list-style-type: none"> <li>Ability to work using own initiative</li> </ul>	
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Responsibility for Information</b>	<ul style="list-style-type: none"> <li>To take responsibility for information held on learners meeting the requirements for confidentiality including Data Protection and GDPR</li> </ul>	
<b>Responsibility for Supervision / Management</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Physical and Mental Effort</b>	<ul style="list-style-type: none"> <li>Commitment to high quality</li> <li>To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>Appropriate professional appearance</li> <li>Full Driving Licence and access to a car when needed</li> </ul>	

	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> <li>Good Digital skills</li> </ul>	

Document Control	
Document Name	Job Description – Maths & English HLTA and Enrichment Co-Ordinator
Date Approved:	27/05/2026
Owner:	Natalie Elliott
Approved by:	Helen Lloyd-Hole
Signed: Employee	
Signed: Line Manager	
Last Review/Approval	

Version Control			
Revision	Date	Revision Summary	Reviewed by