

Workshop Teaching Assistant Job Description & Person Specification

Job Description: Workshop Teaching Assistant

Responsible to: Workshop Teacher

Salary Scale: LSEAT H16 to H19 FTE From £26,349

Salary: £18,372 to £20,062

Contract type: Permanent

Hours: 30 hours per week/ 39 weeks per year (term time only)

Location: East Sussex Academy, Newhaven, East Sussex

Job Overview:

To support instructors and students in a workshop-based learning environment. The role involves preparing materials, maintaining equipment, assisting during practical sessions, and ensuring health and safety compliance. This position is ideal for someone with strong technical skills, including brickwork, plumbing, woodwork and electrics, an interest in education, and a commitment to student success.

Key Responsibilities:

- Assist teaching staff during workshop sessions, providing technical and practical support to students.
- Prepare tools, materials, and equipment ahead of classes and demonstrations.
- Maintain a safe, clean, and well-organised workshop environment.
- Monitor and ensure students follow health and safety guidelines during practical work.
- Provide guidance to students on the correct use of equipment and tools.
- Perform basic maintenance, calibration, and repairs on workshop machinery and tools.
- Support inventory management and procurement of materials and consumables.
- Assist in setting up displays, exhibitions, or assessments as required.
- Participate in team meetings and training related to technical support and education.
- Contribute to the development and improvement of workshop practices and learning resources.

Qualifications and Skills:

- Technical qualification or relevant experience in a workshop-related discipline (e.g. mechanical engineering, woodwork, metalwork, design technology).
- Practical experience using workshop tools and equipment safely and effectively.

- Strong understanding of health and safety procedures in a workshop environment.
- Good interpersonal and communication skills, especially with young people or learners.
- Ability to follow instructions and work collaboratively with teaching staff.
- Basic IT skills (e.g. email, inventory systems, digital manuals).
- Organised, proactive, and able to manage time effectively.

Desirable:

- Experience working in an educational or training environment.
- First Aid or Health & Safety certification (e.g. COSHH, Risk Assessment training).
- Knowledge of modern fabrication tools (e.g. laser cutters, 3D printers, CNC machines).

General:

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

PERSON SPECIFICATION: Key Stage 3 & 4 Workshop Teaching Assistant

Qualifications:	Essential	Desirable
Good level of education to Level 2 or equivalent (including English & maths – or be willing to achieve this)	√	
Specialist qualification in youth work or related field		√

Knowledge and Experience:	Essential	Desirable
Experience in working with diverse groups, preferably in an educational setting		√
Experience of offering support, guidance and information to a diverse customer group	√	
Knowledge and understanding of the issues affecting students	√	
Knowledge of the internal and external services typically used by students and an awareness of any appropriate referral procedures		√
Experience of using a student tracking system i.e. Arbor		√

Skills and Competencies:	Essential	Desirable
Excellent front line customer service skills – patience, tact, sensitivity and good humour	√	
Proven initiative and creative problem solving skills	√	
An ability to relate to, and empathise with, students and backgrounds	√	
Ability to communicate with a wide range of individuals including students, staff at all levels and external organisations, both verbally and in writing	√	
A working knowledge of MIS (Arbor) and Microsoft Office packages, including Word, Excel and Outlook.		√
The ability to summarise information and highlight key features		√
Be able to deal with people in a calm and courteous manner	√	
The ability to work under pressure and to deadlines both independently and as part of a team	√	
The ability to work with discretion and maintain confidentiality	√	

Other Qualities:	Essential	Desirable
Well-organised and able to work autonomously	√	
Proven ability to motivate and inspire others	√	
Strong problem solving capabilities	√	
Effective presentation skills	√	
Professional and approachable	√	
Demonstrable teamwork	√	
Tactful and diplomatic	√	
Ability to work on own initiative and under pressure	√	
Flexibility in approaching work situations	√	
Personal integrity and honesty	√	
Ability to work confidentially	√	
A commitment to continuous professional development at both personal and team levels	√	
An understanding of, and commitment to, the academy's Equality and Diversity policies	√	
An understanding of, and commitment to, the academy's Health and Safety Policies	√	
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	√	