

POST TITLE: Teaching Assistant — Level 1

JOB PROFILE

Please identify the main purpose of your job.	
Under the direct instruction of teaching staff to assist with the care of individual or groups of pupils, to support their learning and development and ensure their safety.	
What are the main duties and responsibilities of your job?	
Main duties and responsibilities	% of time
1. To attend to the educational, personal and social needs of pupils. 2. To assist the classroom teacher in preparation of teaching materials and in educational activities. 3. To assist teachers with educational activities in the classroom to support pupils' learning and development.	100%

1. KNOWLEDGE

1. What kinds of knowledge do you need in order to perform your job competently?		
Type of knowledge	What knowledge and why do you need it?	Source of knowledge
Literacy	GCSE Level — to assist pupils to access the curriculum and to assist with record keeping on pupils	Education
Numeracy	GCSE level — to assist pupils to access the curriculum	Education
Procedural	Basic understanding of procedures in a school and procedures relating to individual pupils. Procedures re: first aid, school visits, behaviour management, health & safety	Via induction process
Equipment	Photocopier, audio visual and ICT equipment	Work experience and training
Administrative systems	Basic understanding of school administrative systems	Induction and work experience
Organisational	Basic understanding of management structure within the school	Induction and work experience
Specialist	Experience of working with children and understanding of their needs. Ability to meet pupils' physical needs.	Work experience
Other languages/cultures	Awareness of diversity issues	Work experience and training
Other (please specify)		

2.MENTAL SKILLS

2.1 Please give examples of two decisions you make on a regular basis

1. When to refer a pupil or an issue to a teacher.

2. Deciding which pupil to help first if more than one needs assistance	
2.2 What is the most important or difficult decision/recommendation you make? How often do you expect to take a decision or solve a problem of this type?	
Deciding exactly how to deal with inappropriate pupil behaviour, taking into account school Behaviour Policy. This occurs regularly.	
2.3 Describe the kinds of problems you solve regularly.	
Keeping pupils on task	
2.4 Give examples of any creative and developmental skills required.	
Arranging displays of work attractively and helping pupils to present their work to best effect.	
2.5 If your job requires forward planning, give examples of how you plan or organise activities/projects.	
Under direction of a teacher, preparing activities.	
2.6 Other	

3.INTERPERSONAL AND COMMUNICATION SKILLS

3.1 What Interpersonal and communication skills are required to perform your job competently?	
TYPE OF	PURPOSE/NATURE OF SKILLS AND HOW USED
Caring	Kindness, patience, understanding and empathy with children
Training	

Team-working	Ability to work collaboratively with class teachers, other classroom assistants, parental volunteers and groups of children
Motivational/team leading	Ability to motivate and encourage pupils
Advising/Guiding	Ability to advise and guide pupils
Persuading/influencing/negotiating	Basic level of persuasion and negotiation with pupils
Advocacy	Basic level advocacy on behalf of pupils
Conciliation	Conciliation between pupils
Counselling	Basic level counselling with pupils
Oral(spoken) communication	Ability to communicate effectively
Written communication	Basic record-keeping which requires a good standard of literacy (e.g. entering information on pupils' notes, completion of standard accident form)
Presentation	
Other language/Communication	Ability to keep confidentiality at all times

4. PHYSICAL SKILLS

4.1 List any tasks which require particular co-ordination/precision and/or speed	
Task	Skill required
Assisting with medication for pupils	Manual dexterity
Basic ability to display work on walls etc	Manual dexterity
Assisting pupils with changing, hygiene etc	Manual dexterity
Use of computer	Manual dexterity

4.2 Are driving skills required?

No

5. INITIATIVE AND INDEPENDENCE

5.1 How are you managed?

On a day to day basis by classroom teacher; line managed by HLTA/senior manager/headteacher; performance management (appraisal) undertaken in line with school policy.

5.2 To what extent is your job guided by instruction/procedures/policies or precedents?

To a high degree

5.3 What level of control do you have over workload and priority of work?

Limited, except when deciding which pupils need assistance at any one time or to intervene in line with behaviour management policy

5.4 Give an example of a decision which can be made without reference to a manager

See 2.1 and 2.2

5.5 Give an example of a decision that would need to be referred to a supervisor or manager

When a pupil's behaviour is beyond my control.

6. PHYSICAL DEMANDS

6.1 Please give details of any physical demands involved in your job.			
Demand	Reason	Duration	Frequency
Ability to lift, bend and stretch	To assist pupils with dressing, hygiene etc	Up to an hour	Regularly
Ability to lift small to medium sized items of equipment	To move resources within the classroom	Up to an hour	Regularly

6.2 If lifting, do you have any help from anyone else?
Yes, usually

6.3 Do you use a mechanical aid (e.g. sack barrow)
Hoists, wheelchair etc where appropriate

7. MENTAL DEMANDS

7.1 Detail if your job requires you to use your senses more than usual			
Activity	Reason	Duration	Frequency
Support to pupils	Need to be alert at all times to ensure pupils' safety	Constant	Constant

7.2 Detail the level of concentration required to perform your job competently			
Activity	Reason	Duration	Frequency
Support to pupils	Ongoing need to concentrate on task to ensure pupils' safety	Constant	Constant

7.3 Are there any work-related pressures?			
Activity	Reason	Duration	Frequency
	Busy environment in classroom, which can be noisy at times, creates pressure		Regular
	Finding time to discuss issues with the teacher		Regular

7.4 Detail any other type of mental demand			
Activity	Reason	Duration	Frequency

8. EMOTIONAL DEMANDS

8.1 Give details if your job brings you into contact / work with other people (other than your immediate work colleagues) whose circumstances or behaviour causes you emotional stress.

People involved	Cause	Impact	Frequency
Pupils	Health & safety or emotional distress of pupil	Low level	Occasional
Parents	Angry/distressed	Low level	Infrequent

9. RESPONSIBILITY FOR PEOPLE

9.1 Do you have any DIRECT impact on the physical/ mental/ social/ economic or environmental wellbeing of people (other than those directly supervised or managed by you)?		
Task/duty/responsibility	Who is affected ?	How are they affected ?
Constant duty of care	Pupils	Health & Safety, emotional wellbeing and educational achievement may be affected by this role.

9.2 Do you implement or enforce any statutory regulations which have a direct impact on health, safety or well being of people?		
Regulation	Impact on	Nature of impact
No		

9.3 Do you develop policies or provide advice, guidance or interpretation of procedures or regulations which impact on the well being of people?		
Regulation	Impact on	Nature of impact
Contribution to risk assessments (this applies to staff at all levels)	Self, colleagues, pupils	Minimising risk

9.4 Do you have any other responsibilities for people?		
Responsibility	Who is affected	How are they affected
No		

10. RESPONSIBILITY FOR SUPERVISION/ DIRECTION/ CO-ORDINATION OF EMPLOYEES

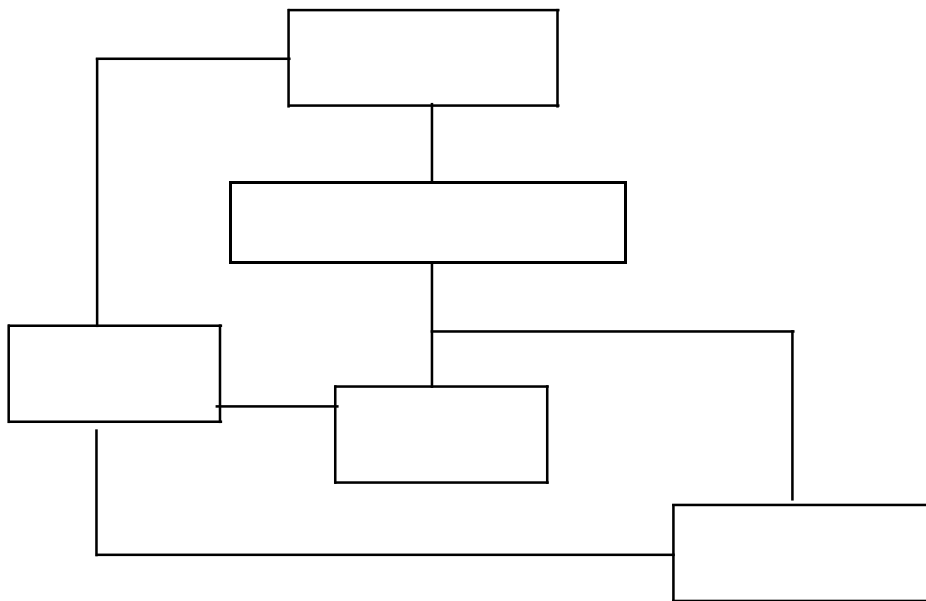
10.1 Does your job involve training or demonstrating your work to other employees?		
What training or demonstrating	Who	Frequency
No		

10.2 Do you supervise or manage any employees/ trainees?	
Nature of supervision/management	Number
No	

10.3 Do you develop policies or provide advice, guidance or interpretation of procedures or regulations which impact on staff?	
Nature	Number
No	

10.4 Organisation Chart

Include only post titles and locations, where appropriate. Highlight the postholder in bold.



11. RESPONSIBILITY FOR FINANCIAL RESOURCES

11.1 Please give details if you are directly responsible for any financial resources		
Nature of responsibility	Annual value	Frequency
Collecting money from pupils for school trips, photographs etc to pass to member of administrative staff responsible for finance	Up to £250	Occasional

11.2 Do you develop policies or provide advice guidance or interpretation of procedures or regulations in relation to finance?	
Nature of responsibility	Impact
No	

12. RESPONSIBILITY FOR PHYSICAL RESOURCES

12.1 Please give details of any direct responsibility you have for physical resources.	
Nature of responsibility	Approximate value
No direct responsibility	

12.2 Do you develop policies or provide advice guidance or interpretation of procedures or regulations which have an impact on physical resources?	
Nature of responsibility	Approximate value
No direct responsibility	

13. WORKING CONDITIONS

13.1 What kind of place do you usually work in?	
Description	% time spent there
Classroom environment (often busy and noisy but clean, well lit and low level hazards); school hall/gymnasium (for PE lessons); school playground and grounds (if supervising at break times)	100%

13.2 Are you able to rearrange your workload around extreme weather conditions ?

Not applicable

13.3 Please give details of any unpleasant environmental working conditions.

Nature	Source	Time exposed	Frequency
	Toileting of pupils	As required	Depends on age and needs of pupils (may be minimal or several times per day)
	Cleaning up bodily fluids	As required	

13.4 Please give details of any verbal abuse, aggression or other anti-social behaviour from people (other than immediate work colleagues) you experience during your work.

Nature	Source	Time exposed	Frequency
Verbal abuse and aggression, threatening behaviour	Pupils, parents	Very limited (in mainstream school)	Very occasional (in mainstream school)
		5 - 10 mins per occasion (in special school or provision)	Two or three times a week in special school or provision dealing with pupils who have EBD or other special needs

13.5 Do you encounter any hazards in your job?

Nature	Source	Time exposed	Frequency
Physical abuse	Pupils	Limited	Occasional
Potential hazards of outdoor environment	Educational visits	Usually up to a day at a time	Occasional