LINCOLNSHIRE COUNTY COUNCIL

JOB DESCRIPTION

DIRECTORATE: **Children's Services**	**Division/Section/Branch:** **Schools**
Service/Sub-Division:	
JOB TITLE: **Teaching Assistant Level 1**	**JEM Number** **01-129**
GRADE:	
REPORTS TO: Teacher or section Head (or other designated person)	

1. PURPOSE OF JOB:

To work with individual children having special or particular needs, in accordance with the child's statement where appropriate and\or groups of children as directed by the teacher. To provide support to the Headteacher\Teacher across a range of child centred activities to promote child development and learning.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

1. <u>School Related</u>:

i. Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

ii Assist with the planning and preparation of activities, and in the delivery of local and national initiatives e.g. literacy and numeracy strategy

iii Participate in the preparation of the classroom

iv Monitor children's needs and reporting these to a designated person.

v Keep records as required by the school

vi Have familiarity with all relevant statements of special educational needs specific to the child.

2. <u>Child Related</u>

vii Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development

viii Support those with special needs

ix Carry out reasonable daily personal care/hygiene duties and administer basic first aid

	x	Assist with the movement of children in and around the school

3.	**MANAGEMENT OF PEOPLE** **SUPERVISION OF PEOPLE** No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees
4.	**CREATIVITY AND INNOVATION** Required to be creative when assisting with planning of activities.
5.	**CONTACTS AND RELATIONSHIPS** Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher.
6.	**DECISIONS**
	a) **Discretion** The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
	b) **Consequences** Any errors should be easily identified and rectified
7.	**RESOURCES** Learning resources.
8.	**WORK ENVIRONMENT**
	a) **Work Demands** Subjected to conflicting priorities due to curriculum and care needs
	b) **Physical Demands** Subjected to considerable physical demands due, for example, to height of furniture.
	c) **Working Conditions** School based and may be required to undertake reasonable duties of a personal nature.

	d) **Work Context** Potential risk to well being through hygiene duties and possible aggression from pupils/parents/carers.
9.	**KNOWLEDGE AND SKILLS** Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team. Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.
10.	**GENERAL**
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.	
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.	
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.	
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.	

	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....

Lincolnshire COUNTY COUNCIL

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title	Teaching Assistant Level 1	**JEM Reference No.**	**01-129**
Directorate	Schools	**Evaluation Date**	9/2/06
Service	Generic		

FACTORS:		**LEVEL**	**POINTS**
Management of People		1(up to five)	16
Dispersal			
Creativity and Innovation		2	40
Contacts and Relationships		2	38
Decisions	Discretion	2	36
	Consequences	2	24
Resources		1	10
Work Environment	Work Demands	2	16
	Physical Demands	2	12
	Working Conditions	2	12
	Work Context	2	16
Knowledge and Skills		2	80
TOTAL POINTS			300
GRADE			**Grade 3**

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000	
Evaluation Type	**JE Project**