

Role Profile

Role Title	
Teaching Assistant 5i	
Grade	JE Code
Grade 8	SCH G29i

Purpose of the role
<p>To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.</p> <p>This role may be suitable for a Higher Level Teaching Assistant in a Primary School with regular supervision of other staff.</p>
Responsibilities ¹
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary² under the overall direction and supervision of a teacher 2. Assess, record and report on development, progress and attainment 3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate 4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision 5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning 6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate 7. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews 8. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc. 9. Liaise with external agencies on a regular basis 10. Teaching Assistants at this level are expected to undertake at least one of the following: <ol style="list-style-type: none"> a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties b. Provide specialist support to pupils where English is not their first language c. Provide specialist support to gifted and talented pupils d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Note: The options in point 10 are alternative specialisms and only the specialism actually applicable should be evaluated.

Teaching Assistants in this role may also undertake some or all of the following:

1. Supervise or manage the work and development of other classroom support staff
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources
3. Provide pastoral care to pupils for example as head of year or tutor group
4. Be responsible for pupils who are not working to the normal timetable
5. Invigilate exams and tests

Indicative knowledge, skills and experience

- Meeting the professional standards for Higher Level Teaching Assistants.
- Demonstrate specialist skills that may be appropriate to 7(a-d) above.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Additional notes

¹ Duties relating to supporting pupils with health care needs are not included in this profile. The NJC recognises that many of these duties are carried out on a voluntary basis in different ways. Therefore, if this duty becomes a requirement of the job, as part of an agreement between employers and unions, it should be set out in the job description as an additional duty allowing it to be accounted for in the evaluation of the role (and therefore in remuneration as appropriate).

² In accordance with Section 133 of the Education Act 2002.

Job Information

K	MS	IC	PS	II	PD	MD	ED	RP	RS	RF	RPR	WC	Total Points
5	4	4	2	4	2	3	2	4	3	1	2	2	502

Factor		Relevant Job Information
1	Knowledge	Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods. Knowledge acquired through training and experience to level of professional standards specified for HLTA status plus additional professional development.
2	Mental Skills	Uses teaching and learning objectives to plan evaluate and adjust lessons/work plans as

		appropriate within agreed systems of supervision. Adjusts learning activities according pupil interest and need. Resolves all but the most complex problems as they arise.
3	Interpersonal and Communication Skills	Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. Works with teachers to plan and evaluate learning activities, exchange information with other staff, parents/carers.
4	Physical Skills	Prepare and clear up learning resources, equipment; keyboard skills.
5	Initiative and Independence	Works independently under the overall direction of a teacher. Plans, prepares and delivers programmes of learning; is responsible for assessment, records and reports on development, progress and attainment of assigned groups/ classes.
6	Physical Demands	Requirement for standing for long periods and/or working in awkward positions e.g. sitting in low chairs.
7	Mental Demands	Working with individuals groups and/or classes of pupils requiring mental and sensory concentration; work is regularly interrupted although this does not normally require switching from one activity to another. Medium periods of concentrated mental attention for lesson planning.
8	Emotional Demands	Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils personal needs and assisting with behaviour management.
9	Responsibility for People Wellbeing	Under the overall direction of a teacher, takes responsibility for assessing overall pupil learning needs in specialist field and providing programmes of learning activities for groups and/or whole classes of pupils, including planning and adjusting lessons and other activities.
10	Responsibility for Supervision	Regular supervisory responsibility for other Teaching Assistants.
11	Responsibility for Financial Resources	May handle small amounts of cash e.g. for school visits.
12	Responsibility for Physical and Information Resources	Responsible for the careful and safe use of equipment such as play and standard ICT equipment. Records confidential pupil data. Responsible for selecting and/or ordering supplies, under direction.
13	Working Conditions	Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.

