**Lancashire County Council**

**Combined Role Profile**

**Grade Profile – Teaching Assistant - Level 2a (Grade 4)**

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| **POST** **title:** | | | Teaching Assistant 2(a) |
| **grade:** | | | Grade 4 SCP 13 -17 |
| **car user:** | | |  |
| **location:** | | |  |
| **responsible to:** | | |  |
| **staff responsible for:** | | |  |
| **job purpose:** | | **The main objectives to be achieved by the Postholder** | |
| Under the teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher. | | | |
| main activities | What the Postholder will actually do  **What prescribed duties the postholder will have** | | |
|  | | | |

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| **This Grade is not applicable to Teaching Assistants employed in Special Schools.**  **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post** Support for Pupils |
|  |
| * To undertake activities to assist in monitoring the personal social and emotional needs of pupils. * To develop positive relationships with pupils to assist pupil progress and attainment. * To assist in the devising of pupil's individual targets and their monitoring and review. * Support pupils as part of a planned inclusion programme * To assist in the development of varying skills that support pupils' learning. * To assist in the specific medical/care needs of pupils when specific training has been undertaken. * To assist in the monitoring/recording of pupil progress and developmental needs. * To assist / support with the teaching of literacy and numeracy under the direction of the teacher * To assist in the production of learning resources. * To undertake routine classroom administrative tasks including for example the maintenance of records. * To assist with assessment * To assist with pupil supervision and assist in the management of pupil behaviour. * To provide information to the class teacher about progress in learning to assist in the planning of lessons. * To assist the class teacher with the marking of pupil work in line with the marking policy * To organise and maintain systems for home readers * To assist the delivery of lesson plans * To support the use of ICT in learning activities |
| **Support for the Teacher**   * To assist in the monitoring/recording of pupil progress and developmental needs. * To assist in the production of learning resources. * To undertake routine classroom administrative tasks including the maintenance of records. * To assist in pupil supervision and assist in the management of pupil behaviour. * To provide information to the class teacher to assist in the planning of work programmes. * To liaise with the school's nominated person in respect of pupil absence. * To assist with the arrangements for out of school learning activities including the administration of work experience**.** * To provide clerical and administrative support including the collection and recording of money. * Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work |
| **Support for the School**   * To assist in providing an atmosphere in which effective learning can take place. * To support the promotion of positive relationships with parents, carers and outside agencies. * To work within school policies and procedures. * To attend staff training as appropriate. * To take care for their own and other people's health and safety. * To be aware of the confidential nature of issues related to home/pupil/teacher/school work.   **Support for the Curriculum**   * To assist the delivery of educational and developmental work programmes. * To support the use of ICT in learning activities * To support with the delivery of intervention programmes * To support with the delivery of art and craft activities  |  |  | | --- | --- | | **Note:** | **In addition, other duties at no higher a responsibility level may be interchanged**  **with/added to this list at any time.** | |

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Person Specification Form

**Post Title - Teaching Assistant - Level 2(a)**

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
|  |  |  |
| NVQ level 2 or above qualification –appropriate to the post (or equivalent)  GCSE English and Maths Grade C or above | E  E |  |
|  |  |  |
| **Experience** |  |  |
|  |  |  |
| Experience of working with or caring for children of relevant age  Experience of working in a relevant classroom/service environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour | E  E  D  D |  |
|  |  |  |
| **Knowledge/skills/abilities** |  |  |
|  |  |  |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard | E |  |
| Ability to relate well to children | E |  |
| Ability to work as part of a team | E |  |
| Good communication skills | E |  |
| Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  First Aid Certificate  Administrative skills  Knowledge of Early Years Foundation Stage  Good numeracy and literacy skills  Ability to make effective use of ICT  Flexible attitude to work | E  D  D  D  E  D  D  D  E  D  E |  |
| **Other** |  |  |
|  |  |  |
| Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people | E  E |  |
| **Special Requirements** |  |  |
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**LANCASHIRE COUNTY COUNCIL**

**PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)**

(NB Completion of this form does not fulfil the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

**CONFIDENTIAL**

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| --- | --- |
| Establishment/School |  |
| Post title |  |
| Description of main activities the employee will be required to undertake | |
| Form completed by: (print name) | |

**A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

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|  |  | **YES** | **NO** |
| 1 | Work at heights *(e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).* |  |  |
| 2 | Work in excessively noisy environments above statutory control limits (*Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).* |  |  |
| 3 | Work in unusual environmental conditions (*e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).* |  |  |
| 4 | Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (*e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).* |  |  |
| 5 | Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties. |  |  |
| 6 | Some contact with hazardous substances (*e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).* |  |  |
| 7 | Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust. |  |  |
| 8 | Work with lead or lead-based products (*e.g. some paints).* |  |  |
| 9 | Food handling/preparation (of raw or uncooked food only). |  |  |
| 10 | Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work). |  |  |

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **YES** | | **NO** |
| 11 | Face to face contact with the public/service users *(e.g. at sensitive front line posts re abuse, aggression, assault).* |  |  | |
| 12 | Working in isolation/lone working. |  |  | |
| 13 | Work with electrical wiring *(e.g. colour blindness).* |  |  | |
| 14 | Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (*e.g.* *site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).* |  |  | |
| 15 | Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock *(e.g. risk of weils disease, other animal borne diseases, zoonoses).* |  |  | |
| 16 | Manualhandling *(other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).* |  |  | |
| 17 | Working with vulnerable service users *(e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).* |  |  | |
| 18 | Work involving repetitive movements or forced posture *(e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).* |  |  | |
| 19 | Work as a regular display screen user *(where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).* |  |  | |

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Head of Service/Line Manager/**  **Headteacher *(please print)*** | |  | | |
| **Signature:** |  | | | |
| **Telephone Number:** |  | | **Date:** |  |

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| V1.1 |
| 06/08/2010: |
| Agreed/prepared by: |