

**LINCOLNSHIRE COUNTY COUNCIL****JOB DESCRIPTION****DIRECTORATE:**  
Children's Services**Division/Section/Branch:**  
Schools**Service/Sub-Division:****JOB TITLE:**  
Teaching Assistant Level 2 (TA2)**JEM Number**  
01-139**GRADE:****REPORTS TO:**

Teacher, or section Head (or other designated person)

**1. PURPOSE OF JOB:**

To work with children and young people as directed, providing support to the headteacher and teacher across a range of child centred activities which promote child development and learning. To take responsibility for some specific tasks.

**2. MAIN RESPONSIBILITIES, TASKS & DUTIES****1. School Related**

- i. Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- ii Be responsible for particular learning areas, including planning and preparation of activities and meeting appropriate deadlines.
- iii Assist with planning for school visits
- iv Contribute to the development of Individual Education Plans
- v Be responsible for specialist equipment
- vi Help organise and participate in meetings with parents\carers.

**2. Child Related**

- vii Assess identified pupils in and out of the classroom
- viii Prepare work programmes for groups of pupils for example literacy, numeracy.

**3.**

**Note:** tasks listed below in italics are those from a TA1 Job Description, which a person employed as a TA2 post may be expected to carry out.

***School Related - Assist with the planning and preparation of activities and***

	<p><i>preparation of the classroom, and in the delivery of local and national initiatives for example literacy and numeracy.</i></p> <p><i>Monitor children's needs reporting these to a designated person. Keep records as required by the school. Have familiarity with all relevant statements of special educational needs specific to the child.</i></p> <p><b>Child Related</b> - <i>Promote development and learning (physical, emotional, educational, social), foster growth, self-esteem and independence. Observe and record development. Support those children with special needs.</i></p> <p><i>Carry out reasonable personal care and hygiene duties and administer basic first aid. Assist with the movement of children in a around the school.</i></p>
<b>3.</b>	<p><b>MANAGEMENT OF PEOPLE</b></p> <p><b>SUPERVISION OF PEOPLE</b></p> <p>No direct line management responsibility but is required to support other Teaching Assistants which may include being shadowed or assisting with induction.</p>
<b>4.</b>	<p><b>CREATIVITY AND INNOVATION</b></p> <p>Required to follow policies and procedures but may need to be creative when making suggestions to resolve a child centered problem and when assisting with developing activities.</p>
<b>5.</b>	<p><b>CONTACTS AND RELATIONSHIPS</b></p> <p>Direct contact with children their parents/carers, other employees. Liaise with other professionals on behalf of the teacher or headteacher.</p>
<b>6.</b>	<p><b>DECISIONS</b></p> <p>a) <b>Discretion –</b></p> <p>Required to act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</p> <p>b) <b>Consequences</b></p> <p>Impact on service to a child or group of children within the school, errors should be easily identified and resolved.</p>
<b>7.</b>	<p><b>RESOURCES</b></p> <p>Learning resources.</p>
<b>8.</b>	<p><b>WORK ENVIRONMENT</b></p>

	<b>a) Work Demands</b>		
	Subject to conflicting priorities due to curriculum and care needs		
	<b>b) Physical Demands</b>		
	Subjected to considerable physical demands due, for example, to height of furniture.		
	<b>c) Working Conditions</b>		
	School based and may be required to undertake reasonable duties of a personal nature.		
	<b>d) Work Context</b>		
	Potential risk to well being through undertaking personal care/hygiene duties and possible aggression from pupils/parents/carers.		
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>		
	GCSE or equivalent in maths and English NVQ 2 or equivalent 2 years relevant experience		
<b>10.</b>	<b>GENERAL</b>		
	<b>Job Evaluation</b> - 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.		
	<b>Other Duties</b> - 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.		
	<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.		
	<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.		
	<b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</b>		
	Name:	Signature:	Date:
Job Description written by: [Manager]	..... .	.....	..... ..
Job Description agreed by: [Postholder]	.....	.....	..... ..

## GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

### EVALUATION REPORT

<b>Post Title</b> Teaching Assistant Level 2	<b>JEM Reference No.</b> 01-139
<b>Directorate</b> Schools	<b>Evaluation Date</b> 28/2/06
<b>Service</b> Generic	

<b>FACTORS:</b>	<b>LEVEL</b>	<b>POINTS</b>
<b>Management of People</b>	1 (up to five)	16
Dispersal		
<b>Creativity and Innovation</b>	3	52
<b>Contacts and Relationships</b>	3	56
<b>Decisions</b> Discretion	2	36
Consequences	2	24
<b>Resources</b>	1	10
<b>Work Environment</b> Work Demands	2	16
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
<b>Knowledge and Skills</b>	3	112
<b>TOTAL POINTS</b>		<b>362</b>
<b>GRADE</b>		<b>Grade 5</b>

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**