

**Wolverhampton City Council**  
**Role Profile Description**  
**TASB20**

<b>Date</b>	<b>October 2010</b>
<b>Family</b>	<b>Learning and People Development Teaching Assistants (School Based Jobs)</b>
<b>Role Profile Level Number</b>	<b>TA20</b>
<b>Purpose</b>	
Under direction or guidance, to support the delivery of learning opportunities and to support the safety, well-being and good conduct of pupils and groups, including those with additional needs, in a school or educational establishment setting.	
<b>Role Accountability</b>	<b>End Result</b>
<b>Planning/Preparation</b>	
Set up given resources for a pre-defined programme/ activity to take place within a specified timescale to meet pupils needs.	<ul style="list-style-type: none"> <li>• Programme/activity takes place in accordance with content and standards required</li> </ul>
<b>Monitoring and Assessment</b>	
Monitor pupils responses to learning activities and record appropriate attainment accurately as directed.	<ul style="list-style-type: none"> <li>• Information properly recorded</li> <li>• On-going feedback provided to staff and pupils</li> </ul>
<b>Delivery</b>	
Support the delivery of a specific programme/activity as guided including supervising pupils or group activities.	<ul style="list-style-type: none"> <li>• Programme/activity delivered effectively in a safe and well regulated manner</li> <li>• supervision in place</li> <li>• Active involvement in pupil behaviour management to meet school policies</li> <li>• Pupils are encouraged to take responsibility for own behaviour</li> <li>• Appropriate school management kept informed</li> </ul>

<b>Resources</b>	
Monitor and ensure the availability and set up of the necessary materials and equipment required to deliver the programme/activity and supervise their use under direction.	<ul style="list-style-type: none"> <li>• Materials collected</li> <li>• Materials and equipment are in place and in working order as required</li> <li>• Materials/equipment used as directed</li> </ul>
<b>Support</b>	
Provide routine practical support, care and assistance to pupils and staff.	<ul style="list-style-type: none"> <li>• Pupils supported in achievement of learning objectives</li> <li>• Health, safety and welfare and school Code of Conduct requirements met</li> <li>• Assistance provided e.g. social, physical and emotional</li> </ul>
<b>Administration</b>	
Provide routine administrative support to learning activities staff.	<ul style="list-style-type: none"> <li>• Lesson materials prepared</li> <li>• Written materials copied</li> <li>• Resources stored correctly</li> <li>• Filing of pupils work and appropriate records.</li> </ul>
<b>Finance</b>	
May be requested to assist with occasional collection and recording of minimal amounts of cash.	<ul style="list-style-type: none"> <li>• Monies collected and submitted</li> </ul>
<b>Record Keeping</b>	
Contribute to and carry out appropriate routine record keeping.	<ul style="list-style-type: none"> <li>• Records maintained in an accurate and complete manner in the required format</li> <li>• Information available for assessments</li> </ul>
<b>People Management</b>	
Assist and support junior colleagues, auxiliary staff and volunteers.	<ul style="list-style-type: none"> <li>• Colleagues receive appropriate support</li> </ul>

**Nature of Contacts and Relationship (who and the nature of the communications)**

- Day to day routine contact with pupils, teachers, parents, carers, and other professionals  
Headteacher / teaching colleagues – receive work instruction and refer problems
- Working directly with pupils under supervision, in areas of activity which are closely defined by policy, procedure and working practice.
- Guide, assist and support junior colleagues, auxiliary staff and volunteers.
- Exchange of information regarding conduct and progress of pupils with the relevant staff.
- Some roles may be supporting additional learning needs.

**Working Environment Context (disruption, physical, disagreeable, health and safety aspects)**

- Predominantly in or around school premises, at other learning centres/environments or in the community. May involve some working outside and in inclement weather and on school trips/activities where appropriate
- May involve individual (1:2:1) working with pupils in appropriate learning environment
- May provide assistance with personal/care and physical management
- Undertaking disagreeable personal care tasks

**Procedural context (creativity, discretion, impact)**

- Providing routine services within well established, policies, procedures and standards including the safeguarding legislation
- Working under clear parameters set by teachers and direction/guidance to organise/co-ordinate and adapt activities to meet the needs of pupils

**Key Facts and Figure Ranges (Including likely size of any team managed)**

- Responsible for setting up the work area including use of any equipment and contribute to the maintaining of records

<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"><li>• Literate and numerate or appropriate NVQ 2 or equivalent skills/experience</li><li>• Knowledge of the relevant policies, procedures and working practices within the learning area</li><li>• To undertake an induction programme and undertake continuous appropriate professional development/training</li><li>• Awareness of child development expectations</li><li>• Awareness of learning development</li><li>• Relevant IT packages/programs</li><li>• Some roles may need First Aid training</li></ul>
<b>Equipment Operated and Essential Skills</b>
<ul style="list-style-type: none"><li>• Operation of relevant equipment</li><li>• IT skills</li><li>• Vehicle policy</li></ul>