

**Wolverhampton City Council**  
**Role Profile Description**  
**TASB30**

<b>Date</b>	<b>November 2010</b>
<b>Family</b>	<b>Learning and People Development Teaching Assistants (School Based Jobs)</b>
<b>Role Profile Level Number</b>	<b>TA30</b>
<b>Purpose</b>	
Under direction and guidance to actively support the delivery of learning that develops skills in pupils and groups/classes in a school or educational establishment setting.	
<b>Role Accountability</b>	<b>End Result</b>
<b>Planning/Preparation</b>	
Plan and prepare routine programme/activities and make agreed adaptations to activities to meet individuals' needs.	<ul style="list-style-type: none"> <li>• Venue prepared and supports pupils</li> <li>• Programme delivered effectively</li> <li>• Risks assessed and managed</li> </ul>
<b>Monitoring and Assessment</b>	
Monitor and inform assessments on specific activity/programme and learners' progress. Monitor and assess pupils needs where necessary.	<ul style="list-style-type: none"> <li>• Delivery is effective</li> <li>• Content is revised appropriately</li> <li>• Impact on pupil is established</li> <li>• Comprehensive feedback to staff/pupils</li> </ul>
<b>Delivery</b>	
Implement a defined programme/ activity within a specified timescale.	<ul style="list-style-type: none"> <li>• Needs of pupils are met</li> <li>• Activities adjusted to suit pupils needs</li> <li>• Manage pupil behaviour to meet school policies</li> </ul>

<b>Resources</b>	
Determine the requirement for equipment and materials and make them available; demonstrate and operate appropriate equipment and materials.	<ul style="list-style-type: none"> <li>• Materials/equipment available when needed and maintained in good order</li> <li>• Equipment/prepared to meet programme needs and individual needs</li> <li>• Stock managed</li> </ul>
<b>Support</b>	
Provide support, care and advice to pupils and staff to assist in achieving a collaborative learning process.	<ul style="list-style-type: none"> <li>• Appropriate individual learning experience</li> </ul>
<b>Administration</b>	
Carry out and provide administrative and organisational support.	<ul style="list-style-type: none"> <li>• General admin support given</li> <li>• Administration carried out to standard procedures and school policies</li> <li>• Lesson materials prepared</li> <li>• Activities/programmes organised</li> </ul>
<b>Finance</b>	
May collect and record money.	<ul style="list-style-type: none"> <li>• Accurate recording of small transactions</li> <li>• Money collected and submitted</li> </ul>
<b>People Management</b>	
Guide, assist and support junior colleagues, auxiliary staff and volunteers.	<ul style="list-style-type: none"> <li>• Colleagues receive appropriate support</li> </ul>
<b>Relationships</b>	
Communicate with other practitioners and professionals as required and resolve straightforward issues in consultation with relevant pupils, staff and external bodies including parents.	<ul style="list-style-type: none"> <li>• Information shared with relevant practitioners and professionals</li> <li>• Concerns/issues are dealt with quickly and effectively</li> </ul>

<b>Record Keeping</b>	
Maintain and contribute to records.	<ul style="list-style-type: none"> <li>Records maintained in an accurate and complete manner in the required format</li> <li>Programme outcomes reviewed and assessed</li> </ul>
<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>	
<ul style="list-style-type: none"> <li>Headteacher / teaching colleagues – receive work instruction and refer problems</li> <li>Exchange of information regarding conduct and progress of pupils with the relevant staff.</li> <li>Working directly with pupils in areas of activity which are closely defined by policies procedure and working practices</li> <li>Internal and external colleagues sharing and co-ordinate resources</li> <li>Guide, assist and support junior colleagues, auxiliary staff and volunteers.</li> <li>Liaise with appropriate staff and where relevant external bodies to co-ordinate activities</li> <li>Some roles may be specifically assigned to Additional Learning Needs pupils</li> <li>Supervision of pupils on off site trips and activities under guidance</li> </ul>	
<b>Working Environment Context (physical, disagreeable, health and safety aspects)</b>	
<ul style="list-style-type: none"> <li>Predominantly in or around school premises, at other learning centres/environments or in the community, may involve some working outside</li> <li>Possibly in inclement weather and on school trips – setting up and handling equipment</li> <li>May involve 1:2:1 working with pupils in appropriate learning environment, some of whom may present significant challenges</li> <li>Provide assistance with personal /care and physical management</li> <li>Undertaking disagreeable personal care tasks</li> </ul>	
<b>Procedural Context (creativity, discretion, impact)</b>	
<ul style="list-style-type: none"> <li>Duties are carried out in accordance with established school policies procedures, and standards including Safe Guarding legislation</li> <li>May make minor modifications to plans/programs/activities to meet specific pupils needs within clear and supervised parameters</li> <li>To assist in risk assessments</li> </ul>	

<b>Key Facts and Figure Ranges (include likely size of any time managed)</b>
<ul style="list-style-type: none"> <li>• Cash handling may be required</li> <li>• Responsible for setting up the work area including use of any equipment and maintaining records</li> <li>• May supervise and assist the delivery of learning for classes during teacher's absence</li> </ul>
<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"> <li>• Relevant NVQ 3 or equivalent</li> <li>• Training in a relevant specialist area, or equivalent knowledge/experience/skills</li> <li>• Working knowledge of the relevant policies, procedures and working practices within the learning area</li> <li>• Knowledge of child development expectations/learning development</li> <li>• To undertake an induction programme and undertake continuous relevant professional training/development</li> <li>• Ongoing awareness of relevant legislation</li> </ul>
<b>Equipment Operated and Essential Skills</b>
<ul style="list-style-type: none"> <li>• Competent IT skills</li> <li>• Operation of relevant equipment</li> <li>• Vehicle Use – consistent with other families</li> </ul>