Wolverhampton City Council
Role Profile Description
TASB10

Date	**October 2010**
Family	**Learning and People Development Teaching Assistants (School Based Jobs)**
Role Profile Level Number	**TA10**
Purpose	

Under direction to provide general support to the school teaching programme to ensure access to learning and the safety, wellbeing and good conduct of pupils in a school or educational establishment setting.

Role Accountability	End Result
Planning/Preparation	
Carry out tasks in preparation for routine day to day events and assure classroom or work area is kept in good order with appropriate access for all pupils. Under the direction of the teacher, prepare learning materials & display pupils' work.	• Appropriate access to equipment and materials in place • Clean and orderly working environment • Enhanced learning environment
Delivery	
Support the activity of pupils in a school or educational establishment as directed and feedback on pupil progress. Refer incidents/concerns to appropriate school management.	• Activities are conducted in a safe and well-regulated manner. • Appropriate involvement in pupil behaviour management to meet school policies • Pupils are encouraged to take responsibility for own behaviour • Appropriate school management kept informed
Resources	
Prepare, and use general equipment and materials as required.	• Materials/equipment available when needed • Materials/equipment in good order • Basic checks completed

Support	
Provide practical assistance to pupils and assist in the implementation of the individual learning/care plan under direction.	• Health and Safety and school Code of Conduct requirements met. • Pupils understand directions. • Support for pupil well-being e.g. social, physical and emotional development
Administration	
Carry out basic clerical duties in support of staff.	• Lesson materials prepared • Written materials copied • Resources stored correctly • Filing of pupils work and appropriate records
Finance	
May be requested to assist with occasional collection and recording of minimal amounts of cash.	• Monies collected and submitted
Record Keeping	
Carry out appropriate basic record keeping.	• Accurate and timely records kept • Information gathered as directed

Nature of Contacts and Relationships (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 and direction • Promote a positive classroom environment by applying standard interventions to manage and change behaviours • Exchange routine information regarding conduct and progress of pupils with relevant staff

Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
• Predominantly in or around school premises or other learning centres/environments. May involve some working outside and in inclement weather. Assisting in some out of school activities where appropriate • May provide assistance with personal care and physical management • Undertaking disagreeable personal care tasks

Procedural Context (creativity, discretion, impact)
• Providing services within well established procedures, policies and standards including Safe Guarding legislation • Working under direction
Key Facts and Figure Ranges (including likely size of any team managed)
• Post holders are responsible for setting up the work area including use of any equipment and laying out/displaying/materials
Skills, Knowledge and Qualifications
• Basic literacy and numerate or NVQ 1 or equivalent experience/skills • Knowledge of basic working practices, policies, procedures and school rules • To undertake an induction programme and undertake continuous appropriate professional training/development • Awareness of child development
Equipment Operated and Essential Skills
• Operation of relevant equipment • Basic IT skills