LINCOLNSHIRE COUNTY COUNCIL JOB DESCRIPTION Division/Section/Branch: DIRECTORATE: Children's Services Schools Service/Sub-Division: JOB TITLE: JEM Number **Teaching Assistant Level 1** 01-129 **GRADE: REPORTS TO:** Teacher or section Head (or other designated person) **PURPOSE OF JOB:** To work with individual children having special or particular needs, in accordance with the child's statement where appropriate and\or groups of children as directed by the teacher. To provide support to the Headteacher\Teacher across a range of child centred activities to promote child development and learning. MAIN RESPONSIBILITIES, TASKS & DUTIES 1. **School Related:** Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management. Assist with the planning and preparation of activities, and in the delivery of ii local and national initiatives e.g. literacy and numeracy strategy iii Participate in the preparation of the classroom iv Monitor children's needs and reporting these to a designated person. Keep records as required by the school ٧ Have familiarity with all relevant statements of special educational needs vi specific to the child. 2. **Child Related** Promote development and learning (physical, emotional, educational and vii social). Foster growth, self-esteem and independence, observe and record development Support those with special needs viii Carry out reasonable daily personal care/hygiene duties and administer İΧ

basic first aid

-				
	Х	Assist with the movement of children in and around the school		
3.	MANAGEMENT OF PEOPLE			
SUPERVISION OF PEOPLE				
	No direct line management responsibilities but is required to occasional demonstrate duties, give advice and guidance to employees, students trainees			
4.	CREATIVITY AND INNOVATION			
	Required to be creative when assisting with planning of activities.			
5.	5. CONTACTS AND RELATIONSHIPS			
	Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher.			
6. DECISIONS		ECISIONS		
		Discretion		
	re	The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.		
	b) Consequences			
	Ar	ny errors should be easily identified and rectified		
7.	. RESOURCES			
	Le	earning resources.		
8. WORK ENVIRONMENT a) Work Demands		ORK ENVIRONMENT		
		Work Demands		
	Subjected to conflicting priorities due to curriculum and care needs			
	b)	b) Physical Demands		
		ubjected to considerable physical demands due, for example, to height of rniture.		
c) Working Conditions		Working Conditions		
		chool based and may be required to undertake reasonable duties of a		

personal nature.

	d) Work Context				
	Potential risk to well being through hygiene duties and possible aggression from pupils/parents/carers.				
9.	KNOWLEDGE AND	SKILLS			
	Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.				
	Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.				
10.	GENERAL				
		description has been co Job Evaluation scheme			
		and responsibilities in th			
		r may be required to und	•		
		within the general scope			
	-	ange the general charac	•		
	responsibilities outside of the general scope of this grade of post will be with the				
	ent of the postholder.			• .	
		e postholder is required to postholder is required to postunities polici		ın	
Heal	lealth and Safety - The postholder is required to carry out the duties in accordance				
	with the Council Health and Safety policies and procedures. All school staff have a responsibility to safeguard and promote the welfare of				
	ren and young peop		iru anu promote tne	wellare of	
Oillia	Ton and young poop				
		Name:	Signature:	Date:	
Job by: [Man	Description written ager]				
Job by: [Post	Description agreed holder]				



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

Post Title	Teaching Assistant Level 1	JEM Reference No.	01-129
Directorate	Schools	Evaluation Date	9/2/06
Service	Generic		

FACTORS:	LEVEL	POINTS
Management of People	1(up to five)	16
Dispersal		
Creativity and Innovation	2	40
Contacts and Relationships 2		
Decisions Discretion	2	36
Consequences	2	24
Resources	1	10
Work Environment Work Demands	2	16
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
Knowledge and Skills 2		
TOTAL POINTS		
GRADE		

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		