

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:**
Senior Teaching Assistant –
Management**JEM Number**
01-149**GRADE:****REPORTS TO:**

Headteacher or member of Senior Management Team (or other designated person)

1. PURPOSE OF JOB:

To be responsible for management of Teaching Assistants across school and the resources they require. Work with children and young people as directed, providing support to the Headteacher\Teacher across a range of child centred activities which promote child development and learning.

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 Play key role in recruitment of Teaching Assistants Levels 1 and 2, supervise and organise their work and be responsible for Teaching Assistant students and new starters
- iii Contribute to Performance Management and Employee Development of Teaching Assistants
- iv Organise resources for school wide initiatives with support of other staff
- v Organise and participate in the delivery of local and national initiatives to identified groups of pupils.
- vi Contribute to school development planning and policies relating to behaviour and personal and social education, including producing IEPs and personal behaviour plans
- vii Work as full member of the management team in planning and delivery of identified aspects of the curriculum. Communicate clearly with all staff.

2. Child Related

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| | viii ix x 3. | <p>Advise staff where problems may arise in and out of the classroom. Guide and give advice to other Teaching Assistants.</p> <p>Participate in the assessment of pupils</p> <p>Plan of work programmes for individual and groups of pupils</p> <p>Note: tasks listed below in italics are those from a TA1 and TA2 Job Description, which a person employed in a Senior post may be expected to carry out.</p> <p><i>School Related - 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><i>Be responsible for particular learning areas and for planning and preparation of activities which are likely to involve working to deadlines. Assist with planning school visits. Be responsible for the use of specialist school equipment. Help organise and participate in meetings of parents and carers.</i></p> <p><i>Child Related - 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> |
| 3. | | <p>MANAGEMENT OF PEOPLE</p> <p>Required to line manage work of an individual or team of Teaching Assistants To Play a key role in the recruitment of Teaching Assistants Contribute to Performance Management and Development of Teaching Assistants</p> <p>SUPERVISION OF PEOPLE</p> |
| 4. | | <p>CREATIVITY AND INNOVATION</p> <p>May be required to be creative when organising resources for school wide initiatives with support from other staff</p> |
| 5. | | <p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with children, other school based employees. Liaise and work with other professionals on behalf of the Headteacher. Consult and communicate with parents\careers under the supervision of the Headteacher.</p> |
| 6. | | <p>DECISIONS</p> |

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| | <p>a) Discretion</p> <p>Required to work within school policies, procedures and relevant legislation, particularly in relation to child protection and behaviour management</p> |
| | <p>b) Consequences</p> <p>Impact on service to a child or group of children</p> |
| 7. | <p>RESOURCES</p> <p>Learning resources.</p> |
| 8. | <p>WORK ENVIRONMENT</p> |
| | <p>a) Work Demands</p> <p>Conflicting priorities due to management of Teaching Assistants, working as full member of management team, curriculum and caring duties</p> |
| | <p>b) Physical Demands</p> <p>Subjected to considerable physical demands due, for example, to height of furniture and requirements to undertake personal care and other child centered activities</p> |
| | <p>c) Working Conditions</p> <p>School based and may be required to undertake reasonable duties of a personal nature</p> |
| | <p>d) Work Context</p> <p>Potential risk to well being through undertaking personal care/hygiene duties and contact with parents/carers</p> |
| 9. | <p>KNOWLEDGE AND SKILLS</p> <p>NVQ 3 or equivalent GCSE or equivalent in maths and English 5 years relevant experience, including qualification period</p> |
| 10. | <p>GENERAL</p> |
| | <p>Job Evaluation - 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.</p> |
| | <p>Other Duties - 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.</p> |
| | <p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p> |
| | <p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> |

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

| | Name: | Signature: | Date: |
|--------------------------------------------|------------|------------|-------------|
| Job Description written by: [Manager] | | | |
| Job Description agreed by: [Postholder] | | | |
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GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

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|-----------------------------------------------|---------------------------------|
| Post Title Senior Teaching Assistant - | JEM Reference No. 01-149 |
| Directorate Schools | Evaluation Date 18/9/06 |
| Service Generic | |

| FACTORS: | LEVEL | POINTS |
|--------------------------------------|---------------|----------------|
| Management of People | 3(up to five) | 46 |
| Dispersal | | |
| Creativity and Innovation | 3 | 52 |
| Contacts and Relationships | 3 | 56 |
| Decisions Discretion | 3 | 52 |
| Consequences | 3 | 36 |
| Resources | 1 | 10 |
| Work Environment Work Demands | 3 | 24 |
| Physical Demands | 2 | 12 |
| Working Conditions | 2 | 12 |
| Work Context | 2 | 16 |
| Knowledge and Skills | 3 | 112 |
| TOTAL POINTS | | 428 |
| GRADE | | Grade 7 |

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