



To find out what level you're working at, go through this checklist and tick off all the duties you're asked to do	✓
Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical and hygiene matters	
Supervise and support pupils ensuring their safety and access to learning	
Encourage pupils to interact with others and engage in activities led by the teacher	
Encourage pupils to act independently as appropriate	
Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work	
Be aware of pupil problems/progress/achievements and report to the teacher as agreed	
Undertake pupil record keeping as requested	
Support the teacher in managing pupil behaviour, reporting difficulties as appropriate	
Gather/report information from/to parents/carers as directed	
Provide admin. support eg. photocopying, typing, filing, collecting money	
Support pupils to understand instructions	
Support pupils in respect of local and national learning strategies as directed by the teacher	
Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use	
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person	
Attend relevant meetings as required	
Participate in training and other learning activities and performance development as required	
Accompany teaching staff and pupils on visits, trips and out of school activities as required	
Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities	
Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes	
Provide feedback to pupils in relation to progress and achievement under guidance of the teacher	
Create and maintain a suitable environment, in accordance with lesson plans and assist with the display of pupils' work	
Assist with the planning of learning activities	
Monitor pupils' responses to learning activities and accurately record achievement/progress as directed	
Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.	
Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour	
Administer routine tests and invigilate exams and undertake routine marking of pupils' work	
Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses	
Undertake programmes linked to local and national learning strategies. Record achievement and progress and feed back to the teacher	
Use specialist (curricular/learning) skills/training/experience to support pupils	
Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate	
Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives	
Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested	
Listen sensitively and effectively with parents/carers as agreed with the teacher and participate in feedback sessions/meetings	
Help pupils to access learning activities through specialist support	
Determine the need for, prepare and maintain general and specialist equipment and resources	
Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils	
As short term cover for a teacher, introduce pre-prepared work and supervise pupils during a lesson	
Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning	
Develop and implement IEPs	
Organise and manage appropriate learning environment and resources	
Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives	
Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment	
Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide feedback on progress/achievement	
Production of lesson plans, worksheet, plans etc.	
Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs	
Select and prepare resources to lead learning activities, taking account of pupils' interests and language and cultural backgrounds	
Advise on appropriate deployment and use of specialist aid/resources/equipment	
Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person	

Level 1 Teaching Assistant

If you've ticked most of the **red section**, but not the others, then you're working to Level 1.

Level 1 TAs usually work in a classroom under the direct instruction of teacher.

Level 2 Teaching Assistant

Ticking most of the boxes in the **yellow section** means that you're probably working to at least Level 2.

Level 2 TAs work under the instructions of a teacher. You'll be delivering work or programmes to enable access to learning for pupils. This can be either in or out of the classroom. You'll also be supporting the teacher in the management of pupils and the classroom.

Level 3 Teaching Assistant

If you've ticked most of the boxes in the **green section**, then you may be working to at least Level 3.

Level 3 TAs work under the guidance of teacher and within an agreed system of supervision. You'll be delivering work programmes with individuals or groups, in or out of the classroom. This could involve assisting the teacher in the whole planning cycle and with the management and preparation of resources.

If you're doing a Cover Supervisor role, then you may also supervise whole classes occasionally during the short-term absence of teachers. The focus will be to maintain good order and to keep pupils on task. You shouldn't be involved in the planning or preparation of work, but you will need to respond to questions and generally assist pupils to undertake set activities.

Level 4 Teaching Assistant

Ticking most of the boxes in the **blue section** means that you're likely to be working at Level 4 (Higher Level Teaching Assistant).

A Level 4 TA will complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals, groups or whole classes. You'll assess, record and report on pupils achievement, progress and development.

Level 4 Teaching Assistants may also be responsible for the management and development of a specialist area within the school or management of other teaching assistants.

The Right Pay for the Right Job!

GMB Union Guide – Teaching Assistant Roles

Teaching Assistants (TAs) are not well paid. Average pay for a TA is well below the average UK wage. It’s made worse by the fact that some TAs aren’t being paid the right rate for the duties they’re asked to do. This could be happening to you and that’s why GMB Union put this booklet together. You can use it to work out what the scope of your role is. More importantly, the booklet will show you what to do if you’re being asked to do duties that aren’t part of your paid role.

How to use the booklet

Open up this booklet and you’ll see a checklist of duties on the back. All you need to do is tick the duties you’re asked to do! Once you’ve ticked off the duties you’re being asked to do, just look at the bottom of the checklist. This will show you which level we think you’re probably working at. We’ve also included a FAQ section to help out if you get a bit stuck.

What to do next

See which bullet point best fits the outcome from your checklist and follow the next steps...

- The duties you’re asked to do are in the level you’re being paid at**
Next Steps:
 - This is the best outcome! It looks like the management at your school have got this spot on!

You don’t have to do anything unless your duties start to change.
- You’re being asked to do some duties that are above the level you’re paid at**
Next Steps:
 - Talk to the other TAs. It’s likely that they’re in the same position as you and it’s always easier if you’re working together. If any of them aren’t in a union, get them to join you in GMB Union.

- If you have a GMB Rep at your school, get them involved at this point. If you haven’t, then it’s time to sort this out. Talk it through with your colleagues and when you’ve found a willing volunteer, get in touch with us.
- Talk to your manager about the duties you think sit outside your role. Hopefully, this will sort out the situation, but if it doesn’t...
- Start saying ‘no’. Okay, we know that this isn’t easy, but being asked to do something that you aren’t being paid for just isn’t right! Again, it’s much easier if you and your colleagues do this together with the support of your union.
- Contact GMB and we’ll arrange to visit your school. We’ll talk to you and your colleagues about how we can support you going forward.

- You’re doing most of the duties of a higher level**

Next Steps:

- The first 2 steps are the same. Start by talking to the other TAs. Remember, if anyone isn’t in a union, get them to join! Once you’ve found out who is in the same boat as you, talk to your GMB Rep. If there isn’t a Rep at your school, then talk it through with the other GMB members and let us know who wants to pick up the role.
- Ask your manager for a copy of the job description/evaluation for the level you think you’re actually being asked to work at. You can then go through this in detail to see if there is a match.
- Start collating evidence that you’ve been asked to do the duties associated with that level. For instance, if you’re paid as a Level 3 TA and have been timetabled to plan, prepare and deliver a lesson to a whole class, then you can use the timetable to show that you’re being asked to work as a Level 4 TA (HLTA).
- You should now consider asking for your job to be ‘re-graded’. Jobs within schools should have gone through a process of job evaluation. This measures the level of responsibility for each role and gives a rate of pay based on this. GMB will be able to give you advice and support you through this process.

Frequently Asked Questions

1. How did GMB pull together the information for the TA levels?

We’ve used ‘job profiles’ developed by the National Joint Council for Local Government Services. The National Joint Council for Local Government Services is the body that negotiates pay for all workers covered by Local Government terms and conditions. These job profiles are the most recent guidance agreed by unions and employers and show what the duties are for the 4 levels of TA.

2. What if there are more than 4 TA levels in my school?

There are local differences in grades and the number of levels. This means that there may be more than 4 levels of TA or different job titles where you work. However, most TA roles still broadly follow the national job profiles, especially in relation to Cover Supervisors (Level 3) and HLTAs (Level 4). This means that you can still use this guide to give a general overview.

3. What if I do a role that doesn’t seem to fit in any of the levels?

If you work in a unique role that really doesn’t fit with the national job profiles and are not sure that you’re being paid at the right grade, just contact us using the details in this booklet.

4. What’s the pay for each of the levels?

For the majority of schools, School Support Staff pay scales are negotiated at a national level by GMB and the recognised unions. However, actual grades within the pay scale are negotiated at a local level. This means that, unlike teachers, the pay for each of the levels can be different depending on where you work. If you need information on a pay grade, your manager should be able to give you this. If you struggle to get this, you can always contact us.

5. What do I do if I need more help?

Have a look at the next page for information on how to get in touch.

If you need more help...

If you have a workplace Rep, it’s a really good idea to talk to them if you need help, support and advice about this or any other issues. Alternatively, there are lots of ways you can get in touch.

GMB Hull Office
62 Russell Street,
Hull
HU2 9AD

tel: 01482 218018

GMB Schools & Academies Staff Hub
gmb.org.uk/schools

GMB Pay Justice Now Hub
gmb.org.uk/pay-justice-now

You can also email us at: **Hull.office@gmb.org.uk**

Not in a Union?

GMB are one of the recognised unions that negotiate on terms and conditions for School Support Staff. This means that our members get to have a say on the issues that affect them.

GMB members also get the benefit of support and advice from our workplace Reps, Regional Officials and legal team.

When you most need us, GMB are there for you.

You can join online at **www.gmb.org.uk/join**