

ANNEX A SKILL LEVEL/ EQUIVALENT	Level 1 INDUCTION/BASIC SKILLS	Level 2	Level 3 SPECIALIST KNOWLEDGE/SKILLS	Level 4 SPECIALISM/HIGHER LEVEL TA MGT RESPONSIBILITEIS
TA SUPPORTING & DELIVERING LEARNING	Working under direction/instruction Supporting access to learning <ul style="list-style-type: none"> welfare/personal care small groups/one to one general clerical/organisational support for teacher 	Working under instruction/ guidance Enabling access to learning <ul style="list-style-type: none"> welfare/personal support – SEN delivery of pre-determined learning/care/support programmes implement literacy/numeracy programmes assist with planning cycle clerical/admin support for teacher/department 	Working under guidance Delivering learning <ul style="list-style-type: none"> involved in whole planning cycle implement work programmes evaluation & record keeping cover supervisor specialist SEN/subject/other support 	Working under an agreed system of supervision / Management Delivering learning Specialist knowledge resource <ul style="list-style-type: none"> lead planning cycle under supervision delivering lessons to groups/whole class management of other staff
TA BEHAVIOUR/ GUIDANCE/ SUPPORT			Working under guidance Delivering learning <ul style="list-style-type: none"> pastoral support learning mentors behaviour support exclusions, attendance 	Working under an agreed system of supervision Manage systems/procedures/policy: <ul style="list-style-type: none"> pastoral support mentoring/counselling behaviour exclusions/attendance
CURRICULUM RESOURCE SUPPORT	Working under direction/instruction <ul style="list-style-type: none"> preparation/routine maintenance/operation of materials/equipment organisational support for teaching staff support/supervision of pupils in lessons general clerical/admin/ technical support 	Working under instructions/ guidance <ul style="list-style-type: none"> preparation and maintenance of resources support for pupils and staff specialist equipment/resources routine invigilation/marking general admin/technical support where some technical/specialist knowledge required. 	Working under guidance <ul style="list-style-type: none"> specific support in technical/specialist area preparation/maintenance of. Resources/equipment implementing specific work programmes including assessment demonstrations/operation of specialist equipment 	Working under supervision/management Specialist knowledge resource <ul style="list-style-type: none"> management team management of budget/resources staff management lead specialist delivering lessons in subject specialism under supervision support special projects advise teaching staff on specialist area/equip/resources
ADMIN & ORGANISATION	Working under direction/instruction <ul style="list-style-type: none"> general clerical /admin procedures typing, photocopying etc. maintenance records/data collect/record finance organisational support for staff/schools 	Working under instruction/guidance <ul style="list-style-type: none"> some skilled work e.g. WP/ secretarial routine financial administration regular interface with public specific curriculum/dept. support record keeping/production data/information 	Working under guidance <ul style="list-style-type: none"> complex finance operate complex tasks/systems management/analysis of resources/data/information advice/information/training/supervision of other staff skilled PA/WP etc. 	Level 4 Manage: <ul style="list-style-type: none"> Budget, resource/systems, people, business, premises Level 4+ Responsibility for: <ul style="list-style-type: none"> Budget, resource/systems, people, business, premises