

# Brooke Weston Trust – Job Families

## Job Evaluation Questionnaire

### Job title

Teaching Assistant Level 2

### General Questions

Please describe in one or two sentences the purpose of your job?

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

What are the main tasks/duties/responsibilities of your job?

Working directly with children (supporting their learning) in the classroom Working with intervention groups Parental contact and support (e.g. meetings) Planning and assessment General admin and liaison with other school colleagues	<b>% of time</b>
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Roughly, what percentage of time do you spend on each?

	Main tasks/duties/responsibilities	% of time
1	Working directly with children (supporting their learning) in the classroom	75%
2	Working with intervention groups	10%
3	Parental contact and support	5%
4	Planning and assessment	5%
5	General admin and liaison with other school colleagues	5%

Are there any tasks/duties which you do occasionally, or at a certain time of the year? If yes, please list and state how often you do them.

	Occasional tasks	How often you do them
1	Escort children / groups on school trips (with others)	2 x year
2	Participate in extra-curricular activities/clubs	2 x year
3	Help facilitate sports day	1 x year
4		

1. What knowledge is needed to be able to do your job properly under the listed headings and how is the knowledge normally acquired?		
Type of knowledge	What knowledge needed and for what purpose	How normally acquired
E.g. Procedural	Processing an order for stationery	On the job instruction and experience – minimum 1 year
(1) Literacy and numeracy	<b>Good standard required to support children’s learning to appropriate level for key stage</b>	<b>GCSE or equivalent (A-C)</b>
(2) Procedural (e.g. procedures instructions for carrying out tasks)	<b>Sound knowledge of general school procedures in order to contribute to effective running of school day and student experiences and to model behaviours</b>	<b>On job training</b>
(3) Equipment (e.g. machines, tools, instruments)	<b>Basic knowledge for safe operation of faculty / school equipment and associated health and safety procedures (non-specialist)</b>	<b>On job training</b>
(4) Administrative systems	<b>Basic knowledge in order to communicate effectively and understand school processes, including use of MIS, emails and other systems to access/record student info</b>	<b>On job training</b>
(5) Organisational (e.g. own and other sections/departments), including arrangements and policies	<b>Sound knowledge of general school structures in order to operate effectively and consistently in departments or across the whole school with all students and staff</b>	<b>On job training</b>
(6) Specialist (e.g. finance, IT, social work), including practical, theoretical and conceptual knowledge	<b>Basic knowledge of a broad range of additional needs that students may have and be sensitive to how to respond/support appropriately. Understanding of student progress data.</b>	<b>On job training</b>
(7) Other languages and cultures	<b>Basic appreciation of the impact and value of equality and diversity</b>	<b>On job training</b>
(8) Other, please specify		

Mental Skills			
This measures what analytical, problem solving and judgement skills you need to do the job. It also looks at creativity and development skills, design, handling people, developing policies and procedures and planning and strategy.			
<b>1.</b>	In the boxes below, give 2 examples of decisions or recommendations you make, or problems you solve, on a day to day, or regular, basis.		
Example 1			
<b>De-escalation of issues between students, analysing behaviours and responses in order to recommend a suitable solution/resolution.</b>			
Example 2			
<b>Recommending to students an improved / more productive way to achieve their learning goals that will resonate with them as individual learners. Will need to analyse their motivations.</b>			
<b>2.</b>	In the box below, give an example of the most difficult or important decisions or recommendations you make or problems you solve.		
<b>Recommend to SENCO or other appropriate colleague that a student requires significant intervention or change to current strategies in knowledge that this could be met with resistance from pupil.</b>			
How often do you expect to take a decision or solve a problem of this type (e.g. once a month, twice a year?)			
<b>1</b>	times per	<b>term</b>	
<b>3.</b>	Do you ever have to interpret or analyse information or situations in order to make a decision or recommendation, or to solve a problem?		
No	<input type="checkbox"/>	Go to the next question	Yes <input checked="" type="checkbox"/>
		Give an example in the box below:	
Example of decision / recommendation / problem:			
<b>Deciding when a dispute/issue between more than one student has escalated beyond a reasonable level and may require intervention</b>			
Indicate nature and complexity of information / situation:			
<b>Students not interacting positively which is impacting on social, emotional and educational outcomes</b>			
How do you interpret or analyse the information / situation?			
<b>Sensory skills (sight/listening), fact finding and interpretation / rationalisation of evidence. Awareness of vulnerable students.</b>			

<b>4.</b>	What are the requirements of your job for creative or developmental skills (in the broadest sense e.g. designing a page layout, working out how to deal with a difficult client, drawing up a new policy or procedure?)		
Please rank the following statements according to how typically they apply to the job (1 = most typical, 2 = next most typical etc.) Leave blank any statements which do not apply.			
	The work is designed in such a way that creative and developmental skills are not necessary		
<b>1</b>	The work requires creative skills for solving straightforward problems		
<b>2</b>	The work requires creative and developmental skills for solving varied problems		
	The work requires creative and developmental skills for solving difficult problems		
	The work requires creative and developmental skills for producing innovative solutions to major problems.		
Give an example for the option you have marked 1, as being most typical			
<b>Keeping students in class and engaged in learning task set (e.g. by directing to appropriate resources or strategies). Balancing this with other particular needs that the student may have, including medical.</b>			
<b>5.</b>	Does your work require you to plan ahead or organise for the future?		
No <input type="checkbox"/>	Go to the next question		
Yes <input checked="" type="checkbox"/>	What period do these planning/organising activities mainly cover? (NB: please note the period over which planning activities take place, not the time-scale for what is planned)	Short term (days, up to weeks) <input checked="" type="checkbox"/> Medium term (months, up to a year) <input type="checkbox"/> Long term (more than a year) <input type="checkbox"/>	
Please give a typical example below:			
<b>To plan resources for intervention groups, improving ability to learn and access the curriculum.</b>			
<b>6.</b>	Are any other forms of mental skill required for your job? If so, please list them below and explain what purposes you require them for.		
Mental Skill		Purpose required for	
Patience / resilience		To keep encouraging and motivating students	
Emotional intelligence		To intervene at the right time and in the right way to improve outcomes for individuals	
Empathetic		To ensure that focus is on the 'whole child' in terms of their personal development	
Mental agility		To react quickly, maintaining engagement in learning	

## Interpersonal and communication skills

This factor looks at the context, complexity and nature of the subject matter to be communicated; and the context, form, process and potential difficulty of the actual interaction with the recipient(s).

<b>1.</b>		
Tick the boxes below to show which forms of interpersonal and communication skills are needed for your job. Say what each is used for and with whom they are used.		
Form of skill		Used for and with whom
<i>Example: Caring Skills</i>	<input checked="" type="checkbox"/>	Providing personal services to clients in their homes
<i>Example: Caring Skills</i>	<input checked="" type="checkbox"/>	Assessing client's care needs
<i>Example: Negotiating Skills</i>	<input checked="" type="checkbox"/>	Negotiating tender contract details
Caring skills	<input checked="" type="checkbox"/>	<b>Pastoral/emotional support for students at a basic level</b>
Training skills	<input type="checkbox"/>	
Team working skills	<input checked="" type="checkbox"/>	<b>With peers, teachers and students to ensure goals are clear and targets met</b>
Motivational/team leading skills – includes own staff	<input checked="" type="checkbox"/>	<b>To motivate students to engage in learning</b>
Advising, guiding skills	<input checked="" type="checkbox"/>	<b>Explaining work to students and supporting with general approach to school life</b>
Persuading, influencing skills	<input checked="" type="checkbox"/>	<b>Encouraging students to comply with behaviour expectations</b>
Counselling skills	<input type="checkbox"/>	
Conciliating skills	<input type="checkbox"/>	
Advocacy skills	<input type="checkbox"/>	
Negotiating skills	<input type="checkbox"/>	
Oral (spoken) communication skills	<input checked="" type="checkbox"/>	<b>To explain work to students/explain issues to other colleagues and parents</b>
Written communication skills	<input checked="" type="checkbox"/>	<b>To leave feedback for students/colleagues/parents with clarity to improve outcomes</b>
Oral presentation skills	<input checked="" type="checkbox"/>	<b>For working with smaller groups</b>
Other interpersonal or communication skills	<input checked="" type="checkbox"/>	<b>Mentoring students</b>
<b>2.</b>		
Are you required to use a language (oral or written) other than English?		
No	<input checked="" type="checkbox"/>	Go to the next question
Yes	<input type="checkbox"/>	Complete the table below
Language	Used to communicate with.	Used for.

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**3.** Are you required to use any form of recognised sign language?

No  Go to the next section – Physical Skills

Yes  Complete the table below

Form of sign language	Used to communicate with	Used for

## Physical skills

This measures the physical skills required to do the job, including finger dexterity, hand-eye co-ordination of limbs and sensory co-ordination.

<b>1.</b>			Tick 1 box to indicate the keyboard skills needed for your job:		
Required			Used for.		
Not required, or 2-finger operation with no time constraints	<input checked="" type="checkbox"/>		<b>Basic email communications and use of school admin systems</b>		
Precision required, keyboard used for some aspects of work	<input type="checkbox"/>				
Precision and speed, keyboard skills integral to main duties	<input type="checkbox"/>				
Considerable precision and speed, keyboard skills e.g. for data input	<input type="checkbox"/>				
<b>2.</b>			Tick 1 box to indicate whether driving skills are needed for your job, and state the nature and complexity of the vehicle driven.		
Required			Nature of Vehicle	Purpose of driving	
Not required (other than for driving to and from work)	<input checked="" type="checkbox"/>				
Normal driving skills e.g. for travel between work locations	<input type="checkbox"/>				
Other driving skills e.g. for specialist vehicles/plant	<input type="checkbox"/>				
<b>3.</b>			Are there any other forms of physical skill (dexterity, co-ordination or sensory skills) required for your job (e.g. for operating equipment, machinery or tools for preparing food)?		
No	<input checked="" type="checkbox"/>	Go to the next section – Initiative and Independence			
Yes	<input type="checkbox"/>	Complete the table below			
Skill	Used for		Precision / Speed		
E.g. Dexterity	Peeling, chopping vegetables		Economical use, portion control, restricted time		

## Initiative and Independence

This factor looks at how independent you have to be within your job. This takes into account the nature and level of supervision of the jobholder, the level and degree of direction and guidance provided by policies, precedents, procedures and regulations, and whether the jobholder works on their own or with others.

<b>1.</b>	How do you know what you should be doing each day? Explain briefly below:	
<b>Timetables (annual but amended in year), planning of own intervention work, checking work boards and emails daily, weekly SENCO / team meetings</b>		
<b>2.</b>	What instructions, procedures, policies, legislation, govern you work? Explain briefly below:	
<b>School policies and procedures for standard school operation</b>		
<b>Safeguarding legislation</b>		
<b>3.</b>	Give 2 examples of problems or decision you would deal with yourself, without reference to a supervisor or manager.	
Example 1		
<b>Request from student to leave the classroom for bathroom break would be handled independently as would be familiar with school rules and student needs</b>		
Example 2		
<b>If a student isn't progressing the task could be differentiated from the original</b>		
<b>4.</b>	Give 2 examples of problems or decisions you would refer to your supervisor or manager:	
Example 1		
<b>Any concern relating to the welfare or safeguarding of children.</b>		
Example 2		
<b>Decision to issue a student with a 'time out' card. This is an example of a long term intervention to support students.</b>		
<b>5.</b>	What form(s) of direction, management or supervision do you receive, from whom and how often?	
Form of direction etc.	From whom (job title)	How often (times per week)
E.g. Regular team meetings	Supervisor – Senior Social Worker	Every 2 weeks



<b>Team meetings</b>	<b>Line Manager</b>	<b>Weekly</b>
<b>One-to-one meeting</b>	<b>Lead TA / Line Manager</b>	<b>Termly</b>
<b>Notice boards/work board</b>	<b>Line Manager</b>	<b>Daily</b>
<b>Appraisal</b>	<b>SENCO / Line Manager</b>	<b>Annual</b>

## Physical Demands

This question establishes the normal physical demands which are placed on anyone doing the job.

<b>1.</b>	Does your job require you to sit in a fixed or constrained position (e.g. sitting at a computer keyboard or in a vehicle driving seat, standing at a drawing board)?			
No	<input checked="" type="checkbox"/>	Go to the next question		
Yes	<input type="checkbox"/>	For what purposes?		
		How long do you have to maintain this position at any one time?		
		And how often?		times per
<b>2.</b>	Does your job involve any other physical demands?			
No	<input checked="" type="checkbox"/>	Go to the next section – Mental Demands		
Yes	<input type="checkbox"/>	Go to the next question		
<b>3.</b>	Does your job require periods of standing and walking beyond normal movement between indoor working area?			
No	<input checked="" type="checkbox"/>	Go to the next question		
Yes	<input type="checkbox"/>	For what purposes?		
		How long are these periods of standing and walking?		
		And how often do they occur?		times per
<b>4.</b>	Does your job require lifting and/or carrying of items or equipment (beyond light office materials, such as pens, pencils and limited quantities of paper)?			
No	<input checked="" type="checkbox"/>	Go to the next question		
Yes	Complete the table below:			
What and why	How heavy	How far	For how long	How often % working time
E.g. bucket of water, for floor washing	5 kg?	50m (up flight of stairs)	5 mins	1 per day – 2%
<b>Educational equipment/resources</b>	<b>Up to 10kg</b>	<b>Up to 200m</b>	<b>10 mins</b>	<b>1 per week</b>
<b>5.</b>	Does your job require pushing and/or pulling of items or equipment?			

No	<input checked="" type="checkbox"/>	Go to the next question			
Yes	<input type="checkbox"/>	Complete the table below:			
What and why		How heavy	How far	For how long	How often % working time
<b>6.</b>	Does your job require rubbing, scrubbing, digging or similar form of physical effort?				
No	<input checked="" type="checkbox"/>	Go to the next question			
Yes	<input type="checkbox"/>	Which of these, and for what purposes?			
		How long at any one time do you rub and/or scrub, dig or similar?			
		And how often?			
<b>7.</b>	Does your job require working in an awkward position (e.g. crouching, kneeling)?				
No	<input checked="" type="checkbox"/>	Go to the next question			
Yes	<input type="checkbox"/>	Complete the table below:			
Position		Why	For how long	How often % working time	
E.g. Kneeling		To scrub kitchen floor	20-30 mins	1 per day – 10%	
Kneeling and crouching		To work at child's level in class	5 minutes	10 x day	
<b>8.</b>	Does your job involve any other form of physical demand?				
Physical demand		Why	For how long	How often % working time	

## Mental Demands

This looks at the degree and frequency of your concentration, alertness and attention to detail required by your job.

<b>1.</b>	Does your job require more than general awareness and sensory (i.e. using eyes, ears, touch or smell) attention, (e.g. more than general attention for watching children at play, word processing text or inputting data)?		
No	<input type="checkbox"/>	Go to the next question	
Yes	<input checked="" type="checkbox"/>	Complete the table below:	
Form of sensory attention	Needed for	For how long	How often % working time
E.g. Visual & listening attention	Watching children at play	Average 2 hours	Once a week – 5%
<b>Visual and listening</b>	<b>Checking students are engaged in tasks and achieving outcomes</b>	<b>50 mins</b>	<b>5 x day</b>
<b>2.</b>	Does your job require more than general mental attention or concentration (e.g. more than general mental attention for repeated manual calculations, drafting a complex report)?		
No	<input type="checkbox"/>	Go to the next question	
Yes	<input checked="" type="checkbox"/>	Complete the table below:	
Form of mental concentration	Needed for	For how long	How often % working time
E.g. Totalling and tallying receipts	Balancing cash office accounts	30 mins (if tallies) to 1 hour	Twice per day – 20%
<b>Monitoring accuracy and understanding of work</b>	<b>Ensuring students are progressing</b>	<b>50 mins</b>	<b>75%</b>
<b>3.</b>	Is your job subject to work-related pressures e.g. regular deadlines, frequent interruptions, conflicting demands?		
No	<input type="checkbox"/>	Go to the next question	

Yes <input checked="" type="checkbox"/>	Complete the table below:		
Form of work related pressure	Source	For how long	How often % working time
E.g. Telephone interruptions (e.g. to clerical tasks)	Suppliers, other staff	2-20 mins per call	10-20 times per day
<b>Deadlines</b>	<b>Supporting students to reach learning goals at set times/dates</b>	<b>Variable</b>	<b>Variable</b>
<b>Interruptions</b>	<b>Students needs/request</b>	<b>10 mins</b>	<b>1 x day</b>
<b>4.</b>	Does your job involve any other form of mental demand?		
No <input checked="" type="checkbox"/>	Go to the next section – Emotional Demands		
Yes <input type="checkbox"/>	Complete the table below:		
Mental Demand	Source	For how long	How often % working time

## Emotional Demands

Emotional demands are those arising from contacts or work with other people. For instance, those who are angry, difficult, upset or unwell; or in circumstances such as to cause stress to the jobholder.

1. Does your job involve contact (in person or by telephone) with people who by their circumstances or behaviour (for example homelessness, mentally ill, terminally ill) cause you emotional stress or upset? People can include the public, service users (including pupils) or other employees of the organisation, but not your immediate work colleagues.



Yes

Please give examples.



No

2. These people – who are they?

Cause of emotional stress or upset

Frequency of stress (daily/monthly/etc.)

Students

Knowledge of particular difficult circumstances / family issues / additional needs / illnesses

Ad-hoc

Disrespectful behaviour / bad language

1 x day

Threats / intimidating behaviour

1 x half term

3. Does your job involve any other form of emotional demand?

No



Go to the next section – Responsibility for People

Yes



Compete the table below:

Emotional Demand	Why	For how long	How often

## Responsibility for People – Wellbeing

This factor measures any job responsibilities which have a DIRECT (hands on) impact on the well-being of individual, or groups of, people.

<b>1.</b>	Do you undertake any tasks or duties which have a direct impact on people?		
No	<input type="checkbox"/>	Go to the next section – Responsibility for Supervision/Direction/Co-ordination of Employees	
Yes	<input checked="" type="checkbox"/>	Complete the table below:	
Task / Duty	Who benefits	How people benefit	
E.g. Preparing and serving meals	Pupils and staff	Regular nutritious meals maintaining health of pupils and staff	
<b>General duty of care to provide a supportive &amp; caring learning environment</b>	<b>Pupils</b>	<b>Learning environment where they feel confident, safe and secure to allow them to develop and learn. More accessible curriculum and better learning outcomes</b>	
<b>Role model for behaviour and social responsibility</b>	<b>Pupils</b>	<b>Improved social skills and whole child development aspirations</b>	
<b>2.</b>	Are any people reliant, i.e. personally dependent, on you for their care and welfare?		
No	<input type="checkbox"/>	Go to the next question	Yes <input checked="" type="checkbox"/> Complete the table below:
Reliant people (who benefit)	Needs of reliant people (how people benefit)	What done for reliant people (task/duty)	
E.g. SEN students	Physical and social support	Food preparation, bathing, and talking to students including assessing their needs and state of health.	
<b>Students</b>	<b>Personal care and hygiene</b>	<b>Change and clean if required</b>	
<b>3.</b>	Do you implement, or enforce (i.e. have formal responsibility for initiating prosecution against failures to comply) any Statutory Regulations which have a direct impact on the health, safety or wellbeing of people?		
No	<input checked="" type="checkbox"/>	Go to the next question	Yes <input type="checkbox"/> Complete the table below:
(A) Implement	Who direct impact on	Nature of impact	

E.g. Implement food regulations	People eating in public places	Ensuring health of people through maintenance of food hygiene standards
(B) Enforce	Who direct impact on	Nature of impact
4.	Do you have other responsibilities, not listed above, which impact on the wellbeing of people? For example development of policies or providing advice, guidance or interpretation of procedures or regulations which impact on the wellbeing of people. (Only include within this answer any responsibility that has as its main focus the wellbeing of people.)	
Responsibility	Nature of Impact	Who impact on
<b>Instil school policies in all students, for example establishing good routines for learning</b>	<b>Calmer environment, more organised behaviours</b>	<b>students</b>
5.	Do you have any other responsibilities for people, including health and safety?	
Other responsibilities	Who benefits	How benefit
<b>General responsibility for creating a safe environment in which students can work and socialise effectively</b>	<b>Students</b>	<b>Better opportunity to achieve learning and personal goals</b>

Responsibility for Supervision/Direction/Coordination of Employees



This factor measures the DIRECT (hands on) responsibility of the job holder for the supervision, co-ordination or management of employees, or others in an equivalent position.

<b>1.</b> Does your job involve demonstrating your own duties, giving advice and guidance or training other employees?			
No <input type="checkbox"/>	Go to the next question		Yes <input checked="" type="checkbox"/> Complete the table below:
Whom (Job Groups)		What (i.e. demonstrating, guiding, training)	How often
Peer-to-peer		Demonstrating standard procedures to new colleagues or sharing best practice	Ad-hoc
<b>2.</b> Does your job directly involve the supervision, co-ordination or management of employees or others in an equivalent position?			
No <input checked="" type="checkbox"/>	Go to the next section – Responsibility for Financial Resources		
Yes <input type="checkbox"/>	List below the employees/supervised/co-ordinated/managed, their job group and types of work and enter appropriate responsibility and location codes.		
Responsibility Codes:	<b>1</b> = Regular instructions <b>2</b> = Regular checking work <b>3</b> = Regular allocation of work <b>4</b> = Organisation of work <b>5</b> = Evaluation and appraisal of work	<b>6</b> = Evaluation of working methods <b>7</b> = Employee development <b>8</b> = Recruitment <b>9</b> = Discipline <b>10</b> = Co-ordination and management (the work of staff may be co-ordinated or managed through others' direct supervision)	
Location Codes:	S = Same workplace as self Number = number of other workplaces e.g. 1 = 1x other, 10 = 10x others.		
Employees supervised etc., No's, Job Groups	Type of work	Type of Responsibility Code	Location Code
E.g. 4 Finance Assistants 1 Secretary/Clerical	Order processing Typing and WP operating	1,2,3,4,5,6,8,9 2,5	S S
<b>3.</b> Do you have other responsibilities not listed above, which impact on staff even though there is no direct managerial or supervisory relationship?			

Responsibility	Nature of Impact	Employees affected – give numbers and job group where relevant
E.g. Giving legal advice on employee discipline and employment tribunal cases	Effects individual managers and overall management	Staff and managers throughout Trust

## Responsibility for Financial Resources

This factor measures the DIRECT (hands on) responsibility of the jobholder for financial resources, including budgets, accounting for expenditure or the administration of invoices etc.

<b>1.</b> Are you directly responsible for financial resources?			
No <input checked="" type="checkbox"/>	Go to the next question	Yes <input type="checkbox"/>	Complete the table below:
Financial responsibility	Value	Nature of impact	How often
Handling cash			
Security of cash and other financial resource			
Handling of cheques, invoices, other financial transaction documents			
Accounting for receipts or expenditures			
Authorising expenditures			
Budget setting			
Budget monitoring			
Long term financial planning			
Income collection or generation			
Other, please specify			
<b>2.</b> Do you have any other responsibilities that focus on the organisation's financial policies or well-being? For example, for developing financial policies and procedures or for providing advice, guidance or interpretation of policies or procedures. (Only include within this answer a responsibility which has as its main focus the organisation's financial policies or wellbeing)			
No <input checked="" type="checkbox"/>	Go to the next section – Responsibility for Physical Resources	Yes <input type="checkbox"/>	Please specify below:
Responsibility	Nature of Impact		

## Responsibility for Physical and Information Resources

This factor measures the DIRECT (hands on) responsibility of the jobholder for physical resources, including information systems, equipment or tools, buildings, supplies or stocks, and personal possessions of others.

<b>1.</b>	Are you responsible for any manual or computer information?		
No	<input type="checkbox"/>	Go to the next question	
Yes	<input checked="" type="checkbox"/>	Complete the table below	
Information for which responsible	Nature of responsibility	How often	
E.g. Computerised personnel (50 fields) and sickness absence records for 1000 employees	Input accurately data on computer, undertake pre-set analyses, maintain confidentiality and security	Daily	
<b>Records of meetings with key students/co-workers</b>	<b>Maintain records /copies for future reference and evidence of progress if required</b>	<b>daily</b>	
<b>Student work records</b>			
<b>2.</b>	Do you adapt, design or develop any information systems?		
No	<input checked="" type="checkbox"/>	Go to the next question	
Yes	<input type="checkbox"/>	Complete the table below:	
Information system (type & size)	How adapt/design	How often	
E.g. Departmental accounts system with 500 cost centres and 100 cost codes	Draw up specification for information to be held and analysis requirements for programmer to execute	Once a year	
<b>3.</b>	Do you use any office or other equipment, tools or instruments, or vehicles, plant and machinery?		
No	<input type="checkbox"/>	Go to the next question	
Yes	<input checked="" type="checkbox"/>	Complete the table below:	
Equipment etc. used	Nature of use and responsibility	How often	
E.g. Mower, rotovator and hedgecutter (£1500) Garden tools and wheelbarrow (£500)	Use and general cleaning and greasing as necessary Use and general cleaning	Daily	
<b>Standard office equipment (copiers, guillotine, etc.)</b>	<b>For preparing general lesson resources and admin tasks</b>	<b>daily</b>	
<b>4.</b>	Are you responsible for the cleaning, maintenance or repair of buildings, external creations or equivalent?		
No	<input checked="" type="checkbox"/>	Go to the next question	Yes <input type="checkbox"/>
			Complete the table below:

Building / Location		Nature of responsibility	How often
E.g. School site		Inspection of cleaning	Daily
<b>5.</b>	Are you responsible for the adaptation, development or design of land, buildings, other construction works or equivalent?		
No <input checked="" type="checkbox"/>	Go to the next question		Yes <input type="checkbox"/>
Compete the table below:			
Land / Building etc.		Nature of responsibility	How often
E.g. Gardens – 1 acre		Landscaping of borders	Twice per year
<b>6.</b>	Are you responsible for the security of any buildings, external locations or equivalent?		
No <input checked="" type="checkbox"/>	Go to the next question		Yes <input type="checkbox"/>
Compete the table below:			
Building / External Location		Nature of responsibility	How often
E.g. 15 multipurpose inside and outside sports centres (£15m)		Draw up, and ensure compliance with security policy for the centres, their contents and users	Daily on an ongoing basis
<b>7.</b>	Do you order or control the stock of any equipment or supplied?		
No <input checked="" type="checkbox"/>	Go to the next question		Yes <input type="checkbox"/>
Compete the table below:			
Equipment/supplies ordered or controlled		Value	How often
E.g. Ordering and stock control or departmental stationery from central supplies		£15000 pa	Monthly order
<b>8.</b>	Are you responsible for any personal possessions of others?		
No <input type="checkbox"/>	Go to the next question		Yes <input checked="" type="checkbox"/>
Compete the table below:			
Personal possessions		Nature of responsibility	How often

<b>Personal possessions including medication, inhalers etc.</b>		<b>Look after for limited periods (e.g. transferring from classroom to medical room, during PE lessons etc.)</b>	<b>Occasional / as required</b>
<b>9.</b>	Are you responsible for the planning of purchasing and the development of physical resources?		
No <input checked="" type="checkbox"/>	Go to the next question	Yes <input type="checkbox"/>	Complete the table below:
Physical resources	Planning responsibility		How often
E.g. Food for schools	Securing most economical purchase of food to appropriate quality standards in accordance with procurement procedures		Continuously
<b>10.</b>	Do you have any other form of responsibility for physical resources, for example, developing policies or procedures in relation to physical resources, or providing advice, guidance or interpretation of policies and procedures?		
No <input checked="" type="checkbox"/>	Go to the next section – Working Conditions	Yes <input type="checkbox"/>	Complete the table below:
What	Nature of responsibility		How often

## Working Conditions

This factor measures any exposure to unpleasant working conditions, for example dirt, dust, heat and cold.

**1.** What kind of places do you normally work in? (e.g. office, clients' homes, public library, council parks and gardens, vehicle). Give approximate % of time.

Places of work	% of Time
<b>Classrooms and other indoor environments (library, hall)</b>	<b>95%</b>
<b>Playgrounds, outdoors for PE and lunchtimes</b>	<b>5%</b>

**2.** If you work outside, are you required to do so in all weather conditions?

Yes <input type="checkbox"/>	Go to the next question		
No <input checked="" type="checkbox"/>	When are you not required to work outdoors?		

**3.** Do you experience any unpleasant environmental working conditions? (e.g. dust, dirt, temperature extremes and variations, humidity, noise, vibration, fumes, smells, steam, smoke, grease, oil, confined spaces, cramped conditions)?

No <input checked="" type="checkbox"/>	Go to the next question		Yes <input type="checkbox"/>	Compete the table below:
Environmental working condition	Nature	How long at any one time	How often - % working time	
E.g. Noise	Children shouting in a playground	½ hour	Approx 15%	

**4.** Do you experience any verbal abuse, aggression or other anti-social behaviour from people (other than your immediate work colleagues)?

No <input type="checkbox"/>	Go to the next question		Yes <input checked="" type="checkbox"/>	Compete the table below:
Nature and source of abuse/aggression	How long at any one time	How often - % working time		
E.g. Swearing from angry parents or members of the public		5 per day – less than 5%		
<b>Students – verbal abuse/swearing</b>	<b>5 mins</b>	<b>1 x fortnight</b>		
<b>Students – physical abuse</b>	<b>2 mins</b>	<b>1 x year</b>		

**5.** Do you encounter any hazards in your job?

No <input checked="" type="checkbox"/>	Go to the next question		Yes <input type="checkbox"/>	Compete the table below:
Hazard	How long at any one time	How often - % working time		
E.g. Being cut when cleaning lawn mower blades	10 minutes	Once a day – 1-2%		

<b>6.</b> Do you encounter any other disagreeable or unpleasant working conditions in your job?					
No <input type="checkbox"/>		Go to the next question		Yes <input checked="" type="checkbox"/>	
What and Nature			How long at any one time		How often - % working time
<b>Poor hygiene of students – need to provide personal care</b>			<b>Exposed up to 10 minutes</b>		<b>Variable</b>
<b>7.</b> Do you wear any form of protective clothing to carry out your job?					
No <input checked="" type="checkbox"/>		Questionnaire Complete		Yes <input type="checkbox"/>	
What		Why		How long at any one time	How often - % working time
<b>Disposable gloves</b>		Cleaning, personal care of students		<b>Up to 10 mins</b>	<b>Variable</b>

<b>Authorisation</b>			
I consider that this questionnaire is a fair and accurate statement of the requirements of the job.			
<b>Employee Sign* &amp; Print Name</b>			<b>Date*</b>
<b>Line Manager Sign* &amp; Print Name</b>			<b>Date*</b>