

Brooke Weston Trust – Job Families

Job Evaluation Questionnaire

Job title

Teaching Assistant HLTA

General Questions

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

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

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

Whole class PPA cover (timetabled)	% of time
Working with intervention groups	
Marking	
Pastoral support and family liaison	
General admin and meetings	
Teacher absence cover	

Roughly, what percentage of time do you spend on each?

	Main tasks/duties/responsibilities	% of time
1	Whole class PPA cover (timetabled)	50%
2	Working with intervention groups	25%
3	Marking	5%
4	Pastoral support and family liaison	5%
	General admin and meetings	10%
5	Teacher absence cover	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	Personal hygiene and care	1 x month
2	Participate in extra-curricular activities/clubs	2 x month
3	Playground duty / lunch cover	1x month
4	Parent meetings	Termly

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	Good standard required to support children’s learning to appropriate level for key stage, including provision of feedback	GCSE or equivalent (A-C) / practical knowledge
(2) Procedural (e.g. procedures instructions for carrying out tasks)	Sound knowledge of general school procedures in order to contribute to effective running of school day and student experiences & also procedures to support child development. Good understanding of lesson plans and frameworks	On job training Formal HLTA qualification mentoring
(3) Equipment (e.g. machines, tools, instruments)	Basic knowledge for safe operation of faculty / school equipment and associated health and safety procedures (non-specialist). Also basic classroom technology	On job training
(4) Administrative systems	Basic knowledge in order to communicate effectively and understand school processes, including use of MIS, emails and other systems to access/record student info	On job training Bespoke system training as required
(5) Organisational (e.g. own and other sections/departments), including arrangements and policies	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. Good knowledge of intervention programmes.	On job training
(6) Specialist (e.g. finance, IT, social work), including practical, theoretical and conceptual knowledge	Good knowledge of a broad range of additional needs / behaviours that students may have / present and strategies for supporting appropriately. Awareness of policies and procedures to support with the above e.g. CAF	On job training Sharing best practice with other professionals
(7) Other languages and cultures	Basic appreciation of the impact and value of equality and diversity	On job training

(8)	Other, please specify	Knowledge of allergies, health issues and impact in order to care appropriately for students. Good knowledge of safeguarding policies and procedures.	On job training / online training course.
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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.

1. 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

Differentiating learning in the classroom – when delivering a lesson, it may be necessary to come up with some different approaches/plans for some students who are not working at the expected/required level.

Example 2

Making a judgement about how a student is performing and deciding if a 'record of concern' needs completing (or other similar school level referral mechanism). A decision may be needed to refer a student for further assessment.

2. In the box below, give an example of the most difficult or important decisions or recommendations you make or problems you solve.

The decision to internally exclude from a classroom you are responsible for. It will have been necessary to analyse the situation and judge if the expulsion from the classroom if appropriate, considering impact on individual and whole class.

How often do you expect to take a decision or solve a problem of this type (e.g. once a month, twice a year?)

2 times per week

3. 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 Go to the next question Yes Give an example in the box below:

Example of decision / recommendation / problem:

Reviewing literacy and numeracy data (e.g. 'NARA' & 'SANDWELL'), and then recommending intervention types and time frames.

Indicate nature and complexity of information / situation:

These are assessment tests and the whole paper is reviewed. Also necessary to consider progress tracking data with class teacher as part of this decision.

How do you interpret or analyse the information / situation?

- Interpret the information presented against set guidelines (match the two sets of info).
- Plotting points/targets against expected targets (with class teacher).
- Using results with guideline outcomes.

4.	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		
2	The work requires creative skills for solving straightforward problems		
1	The work requires creative and developmental skills for solving varied problems		
3	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			
Contextualising a lesson plan for individual students which could involve creating/developing own resources (e.g. a word mat).			
5.	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:		
	Mid-term plans that are broken down into weekly lessons for delivery.		
6.	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	
Organisational skills		Ensuring access to all resources, maximising outcomes	

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).

1.		
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"/>	Pastoral/personal hygiene/emotional support for students
Training skills	<input checked="" type="checkbox"/>	Cascading any training attended to peers/colleagues
Team working skills	<input checked="" type="checkbox"/>	With peers, teachers and students to ensure goals are clear and targets met
Motivational/team leading skills – includes own staff	<input checked="" type="checkbox"/>	To motivate students to engage in learning and encouraging colleagues at work
Advising, guiding skills	<input checked="" type="checkbox"/>	Explaining work to students and supporting with general approach to school life
Persuading, influencing skills	<input checked="" type="checkbox"/>	Encouraging students to comply with behaviour expectations
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"/>	To explain work to students/explain issues to other colleagues and parents
Written communication skills	<input checked="" type="checkbox"/>	To leave feedback for students/colleagues/parents with clarity to improve outcomes
Oral presentation skills	<input checked="" type="checkbox"/>	For working with groups
Other interpersonal or communication skills	<input checked="" type="checkbox"/>	To be sensitive to a range of family and personal issues, mentoring students
2.		
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.

3.	Are you required to use any form of recognised sign language?	
No <input type="checkbox"/>	Go to the next section – Physical Skills	
Yes <input checked="" type="checkbox"/>	Complete the table below	
Form of sign language	Used to communicate with	Used for
Makaton	Students	Supporting classroom practice and learning of all students

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.

1.			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"/>		Basic email communications and use of school admin systems		
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"/>				
2.			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"/>				
3.			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 type="checkbox"/>	Go to the next section – Initiative and Independence			
Yes	<input checked="" type="checkbox"/>	Complete the table below			
Skill	Used for		Precision / Speed		
E.g. Dexterity	Peeling, chopping vegetables		Economical use, portion control, restricted time		
Coordination and control	Child restraint (following team teach training)		Precision and proportionate control to not inflict harm		

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.

1.	How do you know what you should be doing each day? Explain briefly below:	
	Mid-term plan – prepared with year coordinator (or similar) Daily plans produced for the week ahead from class teacher Timetables for the term are prepared and issued in advance Team meetings	
2.	What instructions, procedures, policies, legislation, govern you work? Explain briefly below:	
	School policies and procedures for standard school operation Safeguarding legislation	
3.	Give 2 examples of problems or decision you would deal with yourself, without reference to a supervisor or manager.	
	Example 1	
	Deviating from lesson plan and deployment of Teaching Assistants.	
	Example 2	
	Classroom management strategies (inc. behaviour) to employ.	
4.	Give 2 examples of problems or decisions you would refer to your supervisor or manager:	
	Example 1	
	Poor practice by a Teaching Assistant where initial attempt to amend practice wasn't responded to.	
	Example 2	
	Decision to take student off school premises.	
5.	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

Team meetings / year group meetings	Line Manager	weekly
Key stage meetings	Year heads	weekly
Whole staff briefings	SLT	Weekly
Appraisal / Performance Management / class observations	SLT	Termly

Physical Demands

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

1.	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
2.	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		
3.	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
4.	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%
Educational equipment/resources	Up to 10kg	Up to 200m	10 mins	1 per week
5.	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
6.	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?			
7.	Does your job require working in an awkward position (e.g. crouching, kneeling)?				
No	<input type="checkbox"/>	Go to the next question			
Yes	<input checked="" 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	
8.	Does your job involve any other form of physical demand?				
Physical demand		Why	For how long	How often % working time	
Light physical activity		For example, gardening and associated landscaping/building to support curriculum	30 mins	1 x fortnight	

Mental Demands

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

1.	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%
Visual and listening	Checking students are engaged in tasks and achieving outcomes and that environment is safe/secure	45 mins	5 x day
2.	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%
Monitoring accuracy and understanding of work, inc. assessing and marking	Ensuring students are progressing	1 hour	1 x week
3.	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
Deadlines	Data points	1 hour	1 x half term
Interruptions from set tasks	Students / colleagues / regular telephone calls (parents, external agencies)	5 mins	5 x day
4.	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	Ad-hoc
Parents	Disrespectful behaviour / bad language Threats / intimidating behaviour Criticism, unrealistic requests and complaints, confrontation	1 x month

3.	Does your job involve any other form of emotional demand?		
No	<input checked="" type="checkbox"/>	Go to the next section – Responsibility for People	
Yes	<input type="checkbox"/>	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.

1.	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
General duty of care to provide a supportive, effective & caring learning environment		Pupils	Learning environment where they feel confident, safe and secure to allow them to develop and learn. More accessible curriculum and better learning outcomes
2.	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.
SEN students		Emotional and social support	Supporting through daily routines and nurturing development, providing a safe a reliable point of contact
3.	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
Instil school policies in all students, for example establishing good routines for learning	Calmer environment, more organised behaviours	students
5.	Do you have any other responsibilities for people, including health and safety?	
Other responsibilities	Who benefits	How benefit
General responsibility for creating a safe environment in which students can work and socialise effectively	Students	Better opportunity to achieve learning and personal goals

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.

1. 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 & Teaching Assistants Student teachers	Demonstrating standard procedures to new colleagues or sharing best practice	weekly	
2. Does your job directly involve the supervision, co-ordination or management of employees or others in an equivalent position?			
No <input type="checkbox"/>	Go to the next section – Responsibility for Financial Resources		
Yes <input checked="" 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:	1 = Regular instructions 2 = Regular checking work 3 = Regular allocation of work 4 = Organisation of work 5 = Evaluation and appraisal of work	6 = Evaluation of working methods 7 = Employee development 8 = Recruitment 9 = Discipline 10 = 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
Teaching Assistants (limited numbers) Not direct line management but temporarily supervise in lessons	Monitoring classroom practice / how they are discharging the lesson plan	1, 2, 3 5 (with next line manager)	S
3. 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
Providing general advice on practice	Improves and develops practice, skills and confidence	Teaching Assistants

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.

1.	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			
2.	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.

1.	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
Student assessment results		Maintain records and input to school MIS (e.g. SIMS) Record as per school system requirements	Half termly
Registers			daily
2.	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
3.	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
Standard office equipment (copiers, guillotine, etc.)		For preparing general lesson resources and admin tasks	daily
4.	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
5.	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"/>
			Complete the table below:
Land / Building etc.		Nature of responsibility	How often
E.g. Gardens – 1 acre		Landscaping of borders	Twice per year
6.	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"/>
			Complete 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
7.	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"/>
			Complete 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
8.	Are you responsible for any personal possessions of others?		
No <input type="checkbox"/>	Go to the next question		Yes <input checked="" type="checkbox"/>
			Complete the table below:
Personal possessions		Nature of responsibility	How often

Personal possessions including medication, inhalers etc.	Look after for limited periods (e.g. transferring from classroom to medical room, during PE lessons etc.)	3 x week
9.	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"/>
Compete 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
Lesson resources	Ensuring relevant resources are ordered before lessons	Ad-hoc / as required
10.	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"/>
Compete 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
Classrooms and other indoor environments (library, hall)	90%
Playgrounds, outdoors for PE and lunchtimes	10%

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?	When unsafe to do

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%		
Students – verbal abuse/swearing	5 mins	1 x fortnight		
Parents – general aggression/abuse	2 mins	2 x term		
Students – physical abuse	2 mins	1 x year		

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%		

6. Do you encounter any other disagreeable or unpleasant working conditions in your job?					
No <input checked="" type="checkbox"/>		Go to the next question		Yes <input type="checkbox"/>	
What and Nature			How long at any one time		How often - % working time
7. 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	

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