

# KIRKLEES COUNCIL

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**SECTION:** ALL SCHOOLS MODEL – ETA

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**JOB TITLE:** SENIOR EDUCATIONAL TEACHING ASSISTANT

**GRADE:** 7

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## **PURPOSE OF JOB**

To work as part of a team including teachers and other support staff to support the learning and welfare of all pupils. Provide practical support for learning, educational activities, developing social skills, integration and for securing pupils' physical and emotional well being and to assist in the co-ordination and supervision of other support staff.

## **KEY AREAS**

1. Teaching Support
2. Pupil Support
3. Curriculum Activities
4. Supervision of Staff
5. General

## **DUTIES AND RESPONSIBILITY**

### **1. Teaching Support**

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the guidance of the class teacher/line manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.3 Under the guidance of the teacher, supervise activities assist with the general management and control of pupils in school.
- 1.4 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- 1.5 Under the guidance of the teacher provide one to one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the teachers approach.
- 1.6 Assist in training new and temporary members of the team,

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particularly on the behaviour management strategies or learning strategies followed by the teacher.

- 1.7 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.8 Under the guidance of the teacher work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
- 1.9 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.

## 2. Pupil Support

- 2.1 To provide support and guidance on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies and practices.
- 2.2 Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- 2.5 As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, ie. toileting and intimate care issues (as per school guidance and direction).
- 2.6 To contribute to plans, reviews and evaluations of pupils by writing reports on pupils' progress and attendance at meetings.
- 2.7 To provide lunchtime cover as required.
- 2.8 As required by the school to assist under the direction of the school nurse and/or physiotherapist in medically related issues eg. administer medication-dosage already drawn up by the nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and physiotherapy treatment.

## 3. Curriculum Support

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- 3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 3.2 To contribute in the presentation of pupils' work and maintenance of display areas.
- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.
- 3.5 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

## 4. **Supervision of Staff**

- 4.1 In conjunction with the Class Teacher and/or Head Teacher assist in the co-ordination of a team of Educational Teaching Assistants, Educational Support Assistants and/or helpers and for ensuring they receive training necessary to undertake duties in accordance with the teaching strategies and procedures of the school.
- 4.2 To provide guidance and appropriate leadership to staff relating to performance management, referring complex issues and matters of discipline etc. to the Class Teacher/Head Teacher as required.
- 4.3 To complete records as necessary concerning the employment, payment and training of Educational Teaching Assistants/ Educational Support Assistants as required by the School and LA.
- 4.4 To consult and attend meetings with the Class teacher/Head Teacher regarding staffing arrangements and relief cover as required.

## 5. **General**

- 5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

- 5.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These

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will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

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**RESPONSIBLE TO:**        **Headteacher/Class Teacher**

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**RESPONSIBLE FOR:**    **Educational Teaching Assistants and/or  
Educational Support Assistants**

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<b>JD Reference No</b>	SS/ETA07
<b>JD Prepared / Amended</b>	OCT 2009
<b>Refers to Estab(s)</b>	

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