K I R K L E E S COUNCIL

JOB DESCRIPTION

SECTION: **ALL SCHOOLS MODEL – ETA**

POST TITLE: **EDUCATIONAL TEACHING ASSISTANT**

GRADE: **6 (SCP 18-21)**

PURPOSE OF POST

To work under the guidance of teaching/senior staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

KEY AREAS

1. Teaching Support
2. Pupil Support
3. Curriculum Activities
4. General

DUTIES AND RESPONSIBILITIES

1. Teaching Support

1.1 To undertake duties in accordance with school practices and procedures, ensuring the post 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 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.

1.4 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.

1.5 To assist where required in the planning of learning activities.

1.6 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.

1.7 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.

1.8 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.

1.9 Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

2. <u>Pupil Support</u>

2.1 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/practices.

2.2 To 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, i.e. 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.

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3. Curriculum Activities

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. General

4.1 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 refer to the Employment page, working for the Council on the Kirklees website under the following link:

http://www.kirklees.gov.uk/employment/safeguarding.shtml

Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: **Head Teacher/Class Teacher/Senior Educational Teaching Assistant**
(School to indicate*)*

RESPONSIBLE FOR: **None**

JD Reference No	SS/ETA06
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

Kirklees Council

EMPLOYEE SPECIFICATION

SERVICE AREA: **Children & Young People Service** **SECTION:** **All Schools Model**

JOB TITLE: **Educational Teaching Assistant** **GRADE:** **6**

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	**RELEVANT EXPERIENCE**	1.1	Experience of working with children/young people in a school environment.	Application Form/ Selection Process	A
		1.2	Experience of assisting class teacher in delivering the curriculum.	Application Form/ Selection Process	B
2.	**EDUCATION AND TRAINING ATTAINMENTS**	2.1	Numeracy and Literacy skills to a level to assist pupils with their work.	Application Form/ Selection Process	A
		2.2	Level 2 Adult Numeracy and Level 2 Adult Literacy.	Application Form/Certificates	B
		2.3	NVQ 3 for Teaching Assistants or equivalent qualifications (eg. Level 3 Diploma in Supporting Teaching and Learning in Schools) or experience.	Application Form/ Certificates	B
		2.4	Training in the relevant learning strategies e.g. literacy.	Application Form/ Selection Process	B
3.	**GENERAL AND SPECIAL KNOWLEDGE**	3.1	Understanding of National Foundation Stage curriculum and other basic learning programmes/strategies.	Selection Process	
		3.2	Understanding of Child Development and Learning.	Selection Process	
		3.3	Understanding and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	
		3.4	Knowledge of the national curriculum applicable to the school.	Application Form/ Selection Process	A

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	**SKILLS AND ABILITIES**	4.1	Effective use of ICT to support learning.	Application Form/ Selection Process	A
		4.2	Ability to assist the teacher in planning class activities.	Selection Process	
		4.3	Ability to communicate effectively with pupils and staff members.	Application Form/ Selection Process	A
		4.4	Ability to relate to children/young people from diverse/social backgrounds.	Selection Process	
		4.5	Ability to work as a team member.	Application Form/ Selection Process	A
		4.6	Ability to work with children exhibiting behavioural difficulties.	Application Form/ Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	
		5.2	Commitment to ongoing personal training and development.	Selection Process	
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. **Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.**	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	CS06
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	