

# KIRKLEES COUNCIL

# J O B D E S C R I P T I O N

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**SECTION:** ALL SCHOOLS MODEL – ETA

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**JOB TITLE:** SENIOR EDUCATIONAL TEACHING ASSISTANT  
(SOCIAL INCLUSION)

**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 targeted pupils at risk of significant underachievement behavioural difficulties, disaffection and for poor attendance which place them at risk of exclusion from school. Provide practical support for learning, educational activities, developing social skills, integration and for securing pupils' physical and emotional well being.

## **KEY AREAS**

1. Teaching Support
2. Pupil Support
3. Curriculum Activities
4. Home/School Liaison
5. General

## **DUTIES AND RESPONSIBILITIES**

### **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 and assist with the general management and control of pupils in school.

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- 1.4 In conjunction with the teacher provide one to one support for targeted pupils or groups of pupils on a short term basis or in particular lessons where there are barriers to learning for the pupils.
- 1.5 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.6 Assist in training new and temporary members of the team, particularly on the behaviour management strategies or learning strategies followed by the teacher.
- 1.7 Assist the Teacher/Line Manager in the development of Inclusion Initiatives.

## **2. Pupil Support**

- 2.1 To provide programmes for individual and small groups of pupils on social skills, anger management and emotional literacy.
- 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 manage challenging and extreme behaviour of individual pupils.
- 2.4 To provide individual assistance or assistance within small groups through implementing behaviour plans, individual education plans and teaching strategies and social inclusion targets etc to maximise their achievements.
- 2.5 As required, to deal the personal care and comfort of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.6 To contribute to plans, review and evaluations pupils by writing reports on pupils' progress and attendance at meetings.
- 2.7 As required, to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- 2.8 As required by the school, to assist under the guidance of the school nurse and/or physiotherapist in medically related issues e.g. 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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- 2.9 To develop one to one mentoring relationship with pupils/students requiring particular support to achieve goals defined in action plan.
- 2.10 To promote positive behaviours management by modelling and suggesting effective strategies with pupils in class and around school, including during break times.
- 2.11 To provide individual support or activities for pupils in danger of becoming disaffected or disengaged, in lessons, break times and after school activities.

### 3. Curriculum Activities

- 3.1 To understand the range of activities course, opportunities and individuals that could be used to provide extra support for student.
- 3.2 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 3.3 Attend parents evening particularly those relating to pupil progress and involvement in home/school liaison initiatives.
- 3.4 To contribute in the presentation of pupils' work and maintenance display areas.
- 3.5 In conjunction with other support staff to identify and provide programmes on behaviour/management for parents and carers.
- 3.6 To assist with the preparation and tidying of the classroom and upkeep of resources. (where necessary)
- 3.8 To attend and contribute to duty related meetings as required.
- 3.9 To assist in the planning and implementation of structured and agreed learning activities, teaching and inclusion programmes.
- 3.10 To liaise closely with teachers and other support staff to ensure they understand and support the strategies being used.

### 4. Home/School Liaison

- 4.1 To assist in the running of course for parents/carers, especially of pupils who present challenging behaviour.
- 4.2 Keep school informed of educational projects in the community which may be of benefit e.g. parent support groups.

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- 4.3 Work with school staff to ensure parents and representatives of the community have the opportunity to discuss the education provides by the school.
- 4.4 To maintain regular contact with parents/carers of students in need of extra support to keep informed of their child's needs and progress and to secure positive family support and involvement.
- 4.5 To work closely with local community and business mentors to coordinate and support work of voluntary mentors to meet pupils'/students' needs in a focused and integrated way.

## 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 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: HEAD TEACHER/CLASS TEACHER**

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**RESPONSIBLE FOR: None**

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

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