







SECTION:

ALL SCHOOLS MODEL - ETA





KIRKLEES COUNCIL JOB TITLE:

EDUCATIONAL SUPPORT ASSISTANT



GRADE: KIRKLEES COUNCIL









To work under supervision, direction and guidance of the Teaching/Senior Staff. Assisting



the Teacher in the overall delivery of the Curriculum and undertake work/care/support

programmes to enable access to learning for all pupils and the Teacher in the management



of pupils in the classroom.



Work may be carried out in the classroom or outside the main teaching area.





1. Teaching Support.

2. Pupil Support.

3. Curriculum Activities.

4. General.



DUTIES & RESPONSIBILITIES



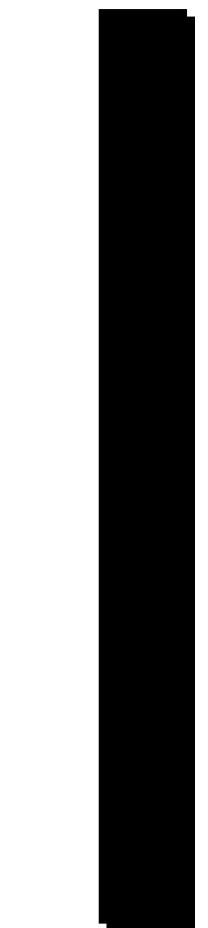
1. <u>Teaching Support</u>



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 direction of the Class Teacher ensuring that progress is



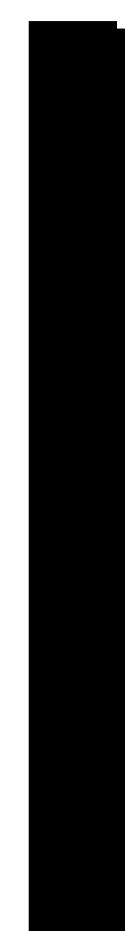
clearly recorded in the relevant systems and relates to the learning



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.



1.4 Under the direction of the Teacher provide one to one support to pupils or



working with small groups of pupils on pre-planned activities, to reinforce the



Teacher's approach.









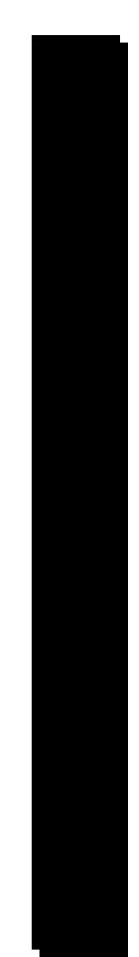




1.5 To ensure that progress is clearly recorded in the relevant systems and relates



to the learning objectives/goals for pupils.





1.6 To provide basic clerical duties where required e.g. photocopying,

filing etc.



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 IT 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.



1.10 As directed by the Teacher to promote good pupil behaviour, dealing



promptly with conduct and incidents in line with established policy and

encourage pupils to take responsibility of their own behaviour.



1.11 To undertake relevant training and development as required from

time to time by the Headteacher or LA, and be involved in ongoing

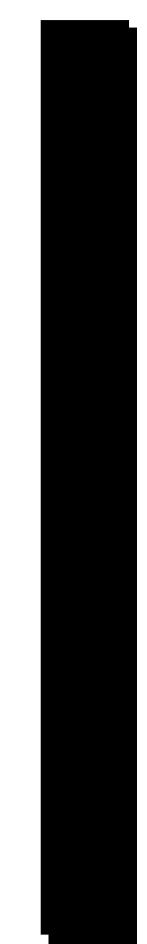
development reviews of skills and competencies.



2. <u>Pupil Support</u>



2.1 To provide support and guidance under the direction of the Teacher 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.



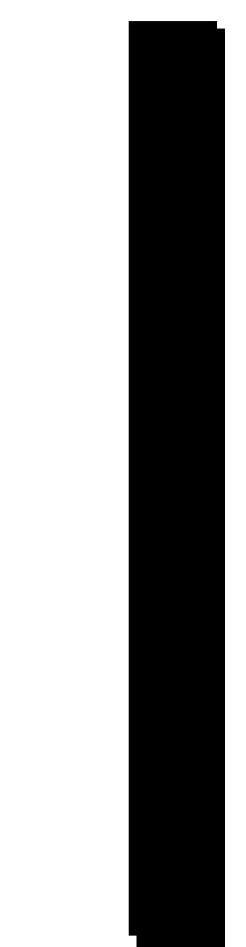
2.3 To provide individual assistance or assistance within groups through

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

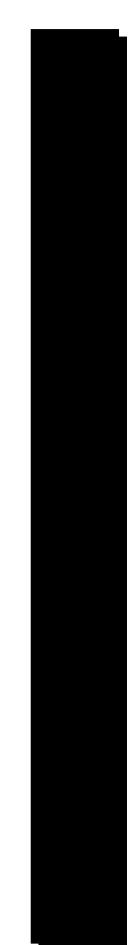


medical treatments of pupils, i.e. toileting and intimate care issues (as per





school guidance and direction).

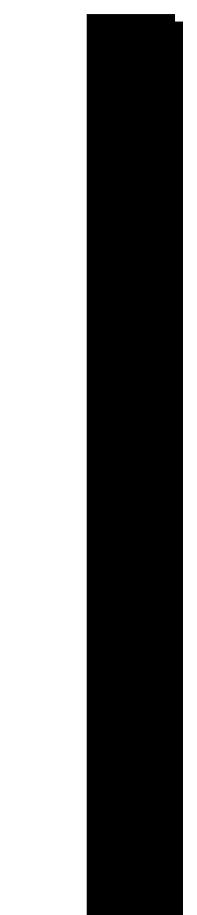




2.6 To contribute to plans, reviews and evaluations of pupils by monitoring and

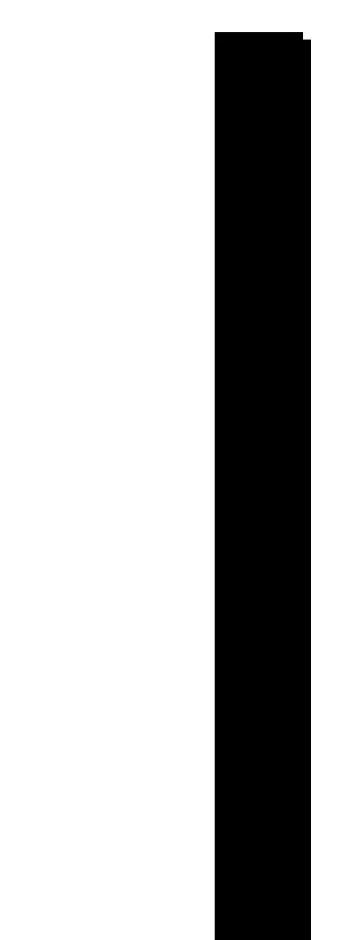


recording pupils' progress and attendance at meetings as required.





2.7 To provide lunchtime cover as required.





3. <u>Curriculum Activities</u>



3.1 Under the direction of the Teacher, assist in the structured and agreed learning





activities/teaching programmes.





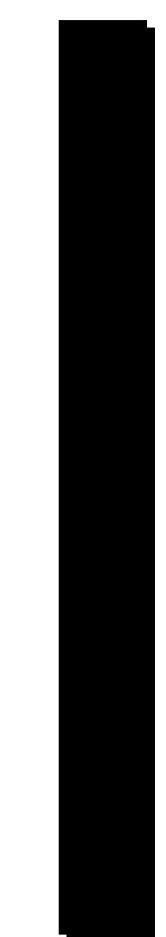
3.2 To contribute in the presentation of pupils' work and maintenance of display



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.



4. <u>General</u>



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 click <u>here</u> to read our safeguarding policy.

Alternatively go to:

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



4.2.1 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.

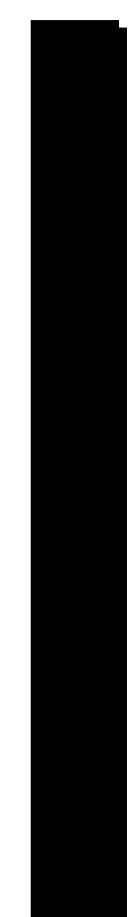






RESPONSIBLE TO:

Headteacher/Class Teacher/Senior Educational Teaching



Assistant





RESPONSIBLE FOR: None







JD Reference No	SS/ETA05
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	