

# Christ Church CE Academy

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**POST TITLE:** EDUCATIONAL TEACHING ASSISTANT  
(FIXED TERM 1<sup>ST</sup> SEPTEMBER 2020 TO 31<sup>ST</sup> AUGUST 2021)

**POST REF:** ETAJUNE2020

**HOURS:** 15 hours per week, 12.45 am to 3.45 pm, Monday to Friday. Term-time Only.

**SCP:** 7

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## **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/targets 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.

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# Christ Church CE Academy

- 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. **Pupil Support**

- 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, Support 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 support over the lunchtime period if 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 Activities**

- 3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its

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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.

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

## 4. General

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the School'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.

Carry out your duties with due regard to current and future School'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 through the Class Teacher**

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**RESPONSIBLE FOR:**      **None**

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<b>JD Reference No</b>	SS/ETA11
<b>JD Prepared / Amended</b>	June 2020
<b>Refers to Estab(s)</b>	

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# Christ Church CE Academy

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**POST TITLE:** EDUCATIONAL TEACHING ASSISTANT SEN (One to One) MORNINGS & EDUCATIONAL TEACHING ASSISTANT AFTERNOONS  
(FIXED TERM 1<sup>ST</sup> SEPTEMBER 2020 TO 31<sup>ST</sup> AUGUST 2021)

**POST REF:** ETASEN&ETAJUNE2020

**HOURS:** 33.75 hours per week, 8.30 am to 3.45 pm, Monday to Friday with half an hour for lunch each day. Term-time Only.

**SCP:** SCP 7

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## **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 or specialist provision base. 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/targets 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

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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. **Pupil Support**

- 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. A particular focus of our SEN roles in school is to provide support on a one to one basis to pupils with complex communication and interaction needs.
- 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, Support 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). As required, to assist pupils with feeding.
- 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 support over the lunchtime period if 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

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medication administered and Physiotherapy treatment.

2.9 To accompany pupils to specialist outside agencies and/or provision.

## 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.

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

## 4. General

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the School'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.

Carry out your duties with due regard to current and future School'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 through the Class Teacher**

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**RESPONSIBLE FOR:**      **None**

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JD Reference No	SS/ETA06
JD Prepared / Amended	June 2020
Refers to Estab(s)	

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# Christ Church CE Academy

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**POST TITLE:** EDUCATIONAL TEACHING ASSISTANT SEN (One to One)  
(FIXED TERM 1<sup>ST</sup> SEPTEMBER 2020 TO 31<sup>ST</sup> AUGUST 2021)

**POST REF:** ETASEN2JUNE2020

**HOURS:** 33.75 hours per week, 8.30 am to 3.45 pm, Monday to Friday with half an hour for lunch each day. Term-time Only.

**SCP:** SCP 7

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## **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 or specialist provision base. 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**

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## **DUTIES AND RESPONSIBILITIES**

### **1. Teaching Support**

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- 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.
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2.9 To accompany pupils to specialist outside agencies and/or provision.

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**RESPONSIBLE TO:**      **Head Teacher through the Class Teacher**

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**RESPONSIBLE FOR:**      **None**

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JD Reference No	SS/ETA06
JD Prepared / Amended	June 2020
Refers to Estab(s)	

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# Christ Church CE Academy

## EMPLOYEE SPECIFICATION

**POST TITLE:** Educational Teaching Assistant SEN (One to One) mornings/  
Educational Teaching Assistant afternoons  
Part-time (33.75 hours per week), Term-time only  
Fixed Term 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021

**POST REF:** ETASEN&ETAJUNE2020

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of working with children with Special Educational Needs.	Application Form/Selection Process/References	A
		1.2	Experience of working with children/young people in an educational environment.	Application Form/Selection Process/References	B
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Educated to GCSE level (grades A-C) or equivalent Level 2 educational qualifications.	Application Form/Verification of Certificates	A
		2.2	Completion of DfES Teacher Assistant Induction Programme.	Application Form/Verification of Certificates	B
		2.3	NVQ 3 for Teaching Assistants or equivalent qualifications or experience.	Application Form/Verification of Certificates	B
		2.4	Training in the relevant learning strategies e.g. literacy/phonics.	Application Form/Verification of Certificates	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Understanding of National Curriculum and other basic learning programmes.	Selection Process	B
		3.2	Understanding of Child Development and Learning.	Selection Process	A
		3.3	Understanding and commitment to Equal Opportunities and how this relates to the duties of the post.	Selection Process	A

4.	<b>SKILLS AND ABILITIES</b>	4.1	Effective use of ICT to support learning.	Application Form/ Selection Process/References	B
		4.2	Ability to assist the teacher in planning class activities.	Application Form/Selection Process/References	A
		4.4	Ability to communicate effectively, sympathetically and confidentially at all levels, with colleagues, parents other professionals, and external agencies.	Application Form/Selection Process/References	A
		4.5	Ability to relate to children/young people from diverse/social backgrounds.	Application Form/Selection Process/ References	A
		4.6	Ability to work as a team member.	Application Form/Selection Process/References	A
		4.7	Ability to work with children with special educational needs and/or behavioural difficulties.	Application Form/Selection Process/References	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	A
		5.2	Commitment to ongoing personal training and development	Selection Process	A
		5.3	Ability to adapt and be flexible to the needs of the school.	Selection Process	A
		5.4	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	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.

Christ Church CE Academy

**EMPLOYEE SPECIFICATION**

**POST TITLE:** Educational Teaching Assistant SEN (One to One)  
Part-time (33.75 hours per week), Term-time only  
Fixed Term 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021

**POST REF:** ETASEN2JUNE2020

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of working with children with Special Educational Needs.	Application Form/Selection Process/References	A
		1.2	Experience of working with children/young people in an educational environment.	Application Form/Selection Process/References	B
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Educated to GCSE level (grades A-C) or equivalent Level 2 educational qualifications.	Application Form/Verification of Certificates	A
		2.2	Completion of DfES Teacher Assistant Induction Programme.	Application Form/Verification of Certificates	B
		2.3	NVQ 3 for Teaching Assistants or equivalent qualifications or experience.	Application Form/Verification of Certificates	B
		2.4	Training in the relevant learning strategies e.g. literacy/phonics.	Application Form/Verification of Certificates	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Understanding of National Curriculum and other basic learning programmes.	Selection Process	B
		3.2	Understanding of Child Development and Learning.	Selection Process	A
		3.3	Understanding and commitment to Equal Opportunities and how this relates to the duties of the post.	Selection Process	A

4.	<b>SKILLS AND ABILITIES</b>	4.1	Effective use of ICT to support learning.	Application Form/ Selection Process/References	B
		4.2	Ability to assist the teacher in planning class activities.	Application Form/Selection Process/References	A
		4.4	Ability to communicate effectively, sympathetically and confidentially at all levels, with colleagues, parents other professionals, and external agencies.	Application Form/Selection Process/References	A
		4.5	Ability to relate to children/young people from diverse/social backgrounds.	Application Form/Selection Process/ References	A
		4.6	Ability to work as a team member.	Application Form/Selection Process/References	A
		4.7	Ability to work with children with special educational needs and/or behavioural difficulties.	Application Form/Selection Process/References	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	A
		5.2	Commitment to ongoing personal training and development	Selection Process	A
		5.3	Ability to adapt and be flexible to the needs of the school.	Selection Process	A
		5.4	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	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.

Christ Church CE Academy

**EMPLOYEE SPECIFICATION**

**POST TITLE:** Educational Teaching Assistant (Fixed term 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021)

Part-time (15 hours per week), Term-time only

**POST REF:** ETAJUNE2020

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of working with children/young people in an educational environment.	Application Form/Selection Process/References	A
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Educated to GCSE level (grades A-C) or equivalent Level 2 educational qualifications.	Application Form/Verification of Certificates	A
		2.2	Completion of DfES Teacher Assistant Induction Programme.	Application Form/Verification of Certificates	B
		2.3	NVQ 3 for Teaching Assistants or equivalent qualifications or experience.	Application Form/Verification of Certificates	B
		2.4	Training in the relevant learning strategies e.g. literacy/phonics.	Application Form/Verification of Certificates	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Understanding of National Curriculum and other basic learning programmes.	Selection Process	B
		3.2	Understanding of Child Development and Learning.	Selection Process	A
		3.3	Understanding and commitment to Equal Opportunities and how this relates to the duties of the post.	Selection Process	A

4.	<b>SKILLS AND ABILITIES</b>	4.1	Effective use of ICT to support learning.	Application Form/ Selection Process/References	B
		4.2	Ability to assist the teacher in planning class activities.	Application Form/Selection Process/References	A
		4.4	Ability to communicate effectively, sympathetically and confidentially at all levels, with colleagues, parents other professionals, and external agencies.	Application Form/Selection Process/References	A
		4.5	Ability to relate to children/young people from diverse/social backgrounds.	Application Form/Selection Process/ References	A
		4.6	Ability to work as a team member.	Application Form/Selection Process/References	A
		4.7	Ability to work with children with special educational needs and/or behavioural difficulties.	Application Form/Selection Process/References	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	A
		5.2	Commitment to ongoing personal training and development	Selection Process	A
		5.3	Ability to adapt and be flexible to the needs of the school.	Selection Process	A
		5.4	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	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.

