



Birkenshaw CE (C) Primary School  
Station Lane  
Birkenshaw  
Bradford  
BD11 2JE  
T:01274 651232

[www.birkenshawprimary.org.uk](http://www.birkenshawprimary.org.uk)

Headteacher: Mrs R Martin  
[head.birkenshawprimary@kirkleeseducation.uk](mailto:head.birkenshawprimary@kirkleeseducation.uk)

Dear applicant

Thank you for your interest in the post of Educational Teaching at Birkenshaw CE (C) Primary School.

The enclosed paperwork will give you an overview of our school and information about the vacancy. I would encourage you look at our school website for further information about our school - [www.birkenshawprimary.org.uk](http://www.birkenshawprimary.org.uk)

If you have any questions please email  
[head.birkenshawprimary@kirkleeseducation.uk](mailto:head.birkenshawprimary@kirkleeseducation.uk)

Please email completed application forms to  
[head.birkenshawprimary@kirkleeseducation.uk](mailto:head.birkenshawprimary@kirkleeseducation.uk)

Yours sincerely,

Mrs R Martin  
Headteacher

# KIRKLEES COUNCIL

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**SECTION:** ALL SCHOOLS MODEL - ETA

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**POST TITLE:** EDUCATIONAL SUPPORT ASSISTANT 5

**GRADE/SCALE:** 5,(SCP 15-17)

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## **PURPOSE OF POST**

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.

## **KEY AREAS**

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

## **DUTIES & 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 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 teachers approach.
- 1.5 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

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

- 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 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.
- 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 Head teacher or LA, and be involved in ongoing development reviews of skills and competencies.

## 2. **Pupil Support**

- 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 Head teacher.
- 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. **Curriculum Activities**

# KIRKLEES COUNCIL

- 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. 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>

- 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.

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

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**RESPONSIBLE FOR:** None

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

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<b>EMPLOYEE SPECIFICATION</b>
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**DIRECTORATE:** Children and Adults  
**POST TITLE:** Educational Support Assistant

**SECTION:** Birkenshaw CE Primary School  
**GRADE:** 5

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children in a school environment	Application Form/ Selection Process	A
		1.2	Experience of working with children during lunch time / unstructured times	Application Form/ Selection Process	
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level to assist pupil's with their work	Application Form/ Selection Process	A
		2.2	NVQ 2 for Teaching Assistants or equivalent qualifications or experience	Application Form/ Certificates	B
		2.3	Training in the relevant learning strategies e.g. literacy	Application Form/ Certificates	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National 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 Equality & Diversity and how this relates to the duties of the post	Selection Process	
	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 communicate effectively with pupils and staff members	Application Form/ Selection Process	A
		4.3	Ability to relate to children/young people from diverse ethnic/social backgrounds	Selection Process	A
		4.4	Ability to work as a team member	Application Form/ Selection Process	A
		4.5	Ability to deliver intervention programmes to small groups of children (Literacy and Numeracy)	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	A
		5.2	Commitment to ongoing training and development	Selection process	
		5.3	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>	Application Form/ Selection Process	

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	SS/ETA05/SPEC
ES Prepared/Amended	JAN 2010
Refers to Estab(s)	

## **Birkenshaw CE (C) Primary School**

***We are a welcoming and supportive school, where everyone feels valued and respected in a happy, safe and stimulating environment. We aim to serve the community by providing education of the highest quality within the context of Christian belief and practice.***

***We pride ourselves on high standards and encourage everyone to become confident lifelong learners, so that they are equipped to live life fully and to contribute to the lives of others.***



Birkenshaw C.E. (C) Primary School is a voluntary controlled school for children currently aged 3 – 11 years in Kirklees Local Authority. In September 2013 we completed the reorganisation to change from a First School to a full Primary School with a Nursery.



The school has an extensive and attractive site, which includes a well-established wildlife conservation area, including a pond and mature woodland, a kitchen garden, mud kitchen, a ball court and purpose designed play areas.



The Key Stage Two building comprises four classrooms, a technology Suite, an Art/DT Room which is also home to our Breakfast and After School Clubs, a hall, a library, the Headteacher' and administrative offices, and storerooms. The classrooms are self-contained units with their own cloakrooms and toilet facilities and direct access to outside teaching spaces and play areas. The building is home to the children in Years 3 and 4. The Year 5 and 6 children have their own modular building which is self-contained.







The younger children (Reception, Year 1 and Year 2) are based in the Key Stage One building, which dates from the early 1970s. It has six semi open-plan classrooms with shared areas, together with a hall, a library, a small group room, the staffroom, staff workspaces and storage facilities. Our fully refurbished and modernised kitchen is located in this building and the hall becomes the school dining room at lunchtimes.

Our Nursery is housed in its own modular building, adjacent to the Reception classes.

There are two mixed ability classes in each year group, and teachers plan together. We teach a creative, topic based Learning Challenge Curriculum and we involve the children in planning through Learning Journeys. We are committed to enriching the curriculum - theme days and weeks are a regular feature of school life, as are visits by theatre groups and professional artists and musicians, and visits to places of interest both within and outside the local area. A wide range of extra curricular clubs are also on offer.



We have a strong environmental focus and hold the Eco Schools Green Flag Award and Fair Trade School Status. We also place great importance on cultural awareness in education, and caring for the community around us. Modern foreign languages are taught throughout school, starting in Nursery.



We are proud of our high standards in IT, with children from Reception to Year 6 currently receiving specialist teaching once a week. We are one of the few schools in the LA to achieve the NAACEMark award for ICT.





Our Christian ethos is at the heart of everything we do, and we have a very close relationship with our parish church. We have a tradition of fundraising for charities through various fun events.



We have a large and friendly staff team and, because we have a number of separate buildings, work hard to ensure that a whole school ethos and approach is maintained. We are committed to ongoing staff development and hold the Investor in People Award, with the Assessor commenting on our high standards in managing and developing staff.



Our children are a pleasure to teach and we have active School and Eco Councils and a Play leader scheme at lunchtimes. Pupils also undertake a variety of jobs around school. We hold the Investors in Pupils Award.



***At Birkenshaw CE (C) Primary School, we care.***