

KIRKLEES COUNCIL

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

SECTION: ALL SCHOOLS MODEL – ETA ‘ADDITIONAL DUTIES’

JOB TITLE: SENIOR EDUCATIONAL TEACHING ASSISTANT 7
(COVER SUPERVISION)

GRADE: 7 (SCP 23-25)

PURPOSE OF JOB

To work as part of a team including teachers and other support staff to support the learning and welfare of all pupils/students.

To provide practical support for learning, educational activities, developing social skills, integration and for securing pupils/students physical and emotional well being.

To provide short term cover in the absence of the classroom Teacher.

KEY AREAS

1. Teaching and Learning Support
2. Pupil/Student Support/Supervision
3. General

DUTIES AND RESPONSIBILITIES

1. Teaching Learning Support

- 1.1 To undertake short term cover in the absence of the class teacher administering pre-planned activities to whole classes.
- 1.2 To assist in training new and temporary members of the team, particularly on the behavioural management strategies followed by the teacher.
- 1.3 To provide objective and accurate feedback and reports as required To the teacher on pupil/student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 1.4 To deal with any immediate problems or emergencies in according to the schools policies and procedures.

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1.5 To report back as appropriate on the behaviour of pupil/students during the class and any issues arising.

2. Pupil/Student Support/Supervision

- 2.1 In liaison with appropriate staff, to supervise the pupils/students on the school site during mid day break.
- 2.2 To manage the behaviour of pupils/students whilst they are undertaking their work to ensure a constructive environment in support of learning.
- 2.3 To respond to any question from pupils/students about process and procedures.

3. General

- 3.1 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>

- 3.2 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.

RESPONSIBLE TO: **Headteacher/Class Teacher/ Head of Dept**

RESPONSIBLE FOR: **None**

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

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Kirklees Council

EMPLOYEE SPECIFICATION

SERVICE AREA: Children & Young People Service

SECTION: All Schools Model

JOB TITLE: Senior Educational Teaching Assistant (Cover Supervision)

GRADE: 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of working with children/ young people age (state relevant age).	Application Form/ Selection Process.	A
		1.2	Experience of working in a school environment.	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	Completion of DFES Teacher Assistants Induction Programme.	Application Form/ Certificate	A
		2.3	NVQ 3 for Teaching Assistant or equivalent qualification or experience.	Application Form/ Certificates.	A
		2.4	Relevant professional development.	Application form/ Selection Process.	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National Curriculum and other 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	Understanding of basic principles of Customer Care.	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to contribute to 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 relate to children/young people and adults.	Selection Process	
		4.4	Ability to work as a team member and on own initiative.	Application Form/ Selection Process	A
		4.5	Ability to work with children/ young people exhibiting behavioural difficulties.	Application Form/ Selection Process	B
		4.6	Ability to undertake cover in the absence of the class teacher.	Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practise and awareness of relevant legislation.	Selection Process	
		5.2	Willing to undertake training and development as required.	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	CS07/COV
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	



All Saints Catholic College

Love • Serve • Learn

Recruitment Pack



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November 2022

Welcome from the Chair of Governors



It is a privilege to serve as Chair of Governors at All Saints, and on behalf of our Governing Body, I welcome your interest in this vacancy and in our College.

Our Governors are a committed team, comprising representatives from across our community who bring varied professional expertise and skills, from both public and private sectors, to the leadership of the College. Our Senior Leadership Team are experienced professionals. We encourage applications from candidates who will enhance the skills and knowledge of the staff body.

We are looking for someone who will not only serve the interests of All Saints well, but who will also act as a strong and positive role model for our students as they continue their academic and spiritual journey towards adult and working life.

Following our 'Good' Ofsted judgement, received in November 2022, we continue our journey to outstanding, always striving to better serve our College community.

We are proud of our College, our students, for whom we have high expectations, and our staff body, who are dedicated to providing the best formation, education and pastoral support to our roll.

I encourage you to visit the College to see the students and staff at work in order to better appreciate what All Saints has to offer.

T Atkinson

'Those responsible for governance are focused on school improvement. They are healthily involved in the life of the school and have a good understanding of the school's strengths and areas for development. They help leaders to take account of staff workload and wellbeing ...' – Ofsted, November 2022

Welcome from the Principal



Thank you for your interest in applying for the vacant position with the All Saints family. This is a perfect time to join our College; we are a “Good” school as identified by Ofsted in our recent inspection in November 2022, and “Outstanding” in terms of our S48 inspection by the Diocese of Leeds in June 2018.

We are a cohesive community, outward-facing and we are keen to continue to develop and deepen our relationship with our families, our partner primaries as well as, of course, our local parishes.

All Saints is a popular school and in 2022/23 will be full in all year groups. It is expected that this over-subscription will continue in coming years.

Our students come from diverse backgrounds from both Kirklees and Calderdale. We have very high expectations of all our students, both in terms of behaviour and academic performance. The college’s values and ethos are firmly underpinned by our strong Catholic faith which informs all we do.

We are looking to recruit ambitious individuals to work with the Senior Leadership Team and staff body to continue to raise standards and help our students fulfil their potential to the maximum. We seek someone with a high degree of visibility, commitment and energy who will serve the whole college community academically, pastorally and spiritually.

The successful applicant will have the support, guidance and counsel of the Principal, Governors and staff, who have demonstrated their strong commitment to the school over many years.

I would very much encourage you to visit the College and find out more about us. If you think you have the right qualities, experience and knowledge to help to lead All Saints in our journey to outstanding, then please apply. I very much look forward to receiving your application.

Karen Colligan

Working in the Diocese of Leeds



Thank you for taking the time to find out more about the role at All Saints Catholic College, Huddersfield, in the Diocese of Leeds.

All Saints is a lead school within the partnership of Catholic schools in Kirklees. In that respect, the Governors are looking for someone who has the vision to work with the school and support its partners through the opportunities and challenges over the next few years. The existing partnership is ambitious to see all schools achieve well, be judged good or better and become examples of best practice in serving the needs of their families and communities. The successful candidate is assured of a warm welcome from colleagues and will have every assistance in getting to know the local community of schools as well as the immediate school and parish community.

The Diocese of Leeds covers a wide geographic area encompassing eight local authorities mainly in West and North Yorkshire well served by a network of rail and motorway links. We have 80 primary schools, 13 high schools, a sixth-form college in Leeds and a residential non-maintained school for the deaf. Our smallest school is 20 students whilst the largest is 2,300 students serving both rural and urban areas. There are good partnerships between schools across the Diocese as well as within local deaneries and further networks with local authority schools. Also, within the Diocesan educational provision is our Catholic University of Leeds Trinity that is also the higher education partner to the teaching school alliance. The primary Principals from across the Diocese meet regularly and organise retreats both local and to Rome. The Bradford partnership offers another opportunity for joint working with similar events bringing the leadership of the schools together.

The Diocese offers a comprehensive programme of continuing professional development every academic year which is available on the website and open free of charge to all schools giving to the Diocesan school contribution scheme. In future years it is hoped that the teaching schools in the Diocese will also take a role in delivering the programme.

We hope that you will take this opportunity to apply for this exciting vacancy at All Saints Catholic College.

Our College

All Saints Catholic College is a successful 11 – 16 voluntary aided comprehensive school with 900 students. The College is located in the town of Huddersfield, close to the Pennines, midway between Leeds and Manchester. Students come from multiple feeder Catholic primary schools and also from non-Catholic feeder schools across a wide geographical area. The College admission criteria are based on Catholic/Christian Faith and/or on students' attendance at feeder schools. A higher than average number of our students stay in education and training beyond age 16.

All Saints has a climate of high expectations where students make good progress in a diverse learning community and was judged to be a 'good' school at the most recent inspection by Ofsted in November 2022. Ofsted reported that students enjoy their learning and feel safe and happy. This is because leaders have worked extremely hard to create an inclusive school. We were also judged "Outstanding" in the Section 48 Inspection in May 2018. Since the inspections, leaders and Governors continue to have a keen focus upon the key areas identified for development, and these are now being addressed. RE results have continued to improve and are above national average. Standards in English and Mathematics remain strong. Students know how to improve their skills and learn independently.

One of the College's aims is to include all students and ensure that they progress with qualifications and aspirations to lead a successful life whilst developing talents to serve others. College improvement has consistently focussed on improving outcomes for disadvantaged students. Teachers and support staff raise aspirations and encourage students to continue their education and training post 16. The NEET figure is consistently below national average. Students benefit from being part of the Pennine School Sports Partnership and compete at regional level in basketball and athletics. There are opportunities to study academic subjects including the English Baccalaureate as well as GCSEs in creative arts, ICT and technology.

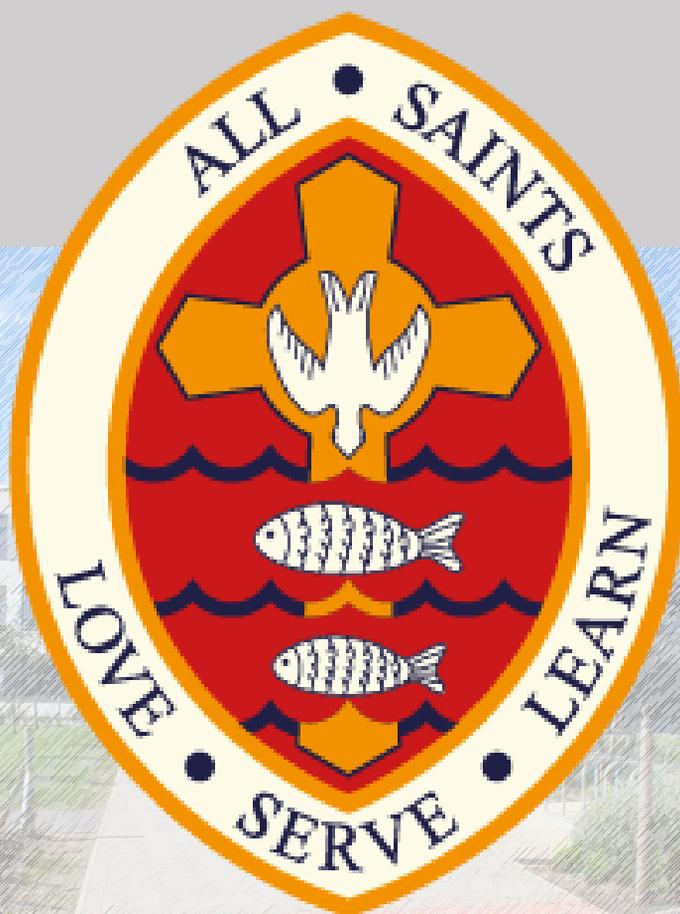
The 2022 cohort entered school with a Key Stage 2 Average Point score of 102.5. They achieved within the national range in KS4 outcomes with Progress 8 at -0.02. Computer Science, Drama, History, RE and Textiles were higher performing subjects, with History and RE performing significantly higher than the national average (FFT).

Much strategic work has been done to ensure progress is accelerated and bespoke interventions are employed for subgroups and individuals. We are a very outward-facing school and are working with other schools and the Diocese to share best practice for optimum outcomes. New systems have been put in place to ensure predictions remain accurate through a robust system of regular assessment and standardisation. SISRA Analytics is utilised as a managerial aid in the monitoring of progress.

The Senior Leadership Team of All Saints comprises six senior leaders as well as the Business Manager and PA/HR to Principal. The roles of the team are well-defined and linked into the School Improvement Plan (SIP). Senior leaders meet daily.

In September 2017 the College moved into a new building and sports centre. It has purpose-built facilities for all faculties including technology suites, a dance studio, a sports hall and innovative information technology services.

In January 2023, we started improvement work on our Caretakers Houses to provide additional office and meeting space, and to also provide opportunities for the local community. The space will also be available to support our examination processes.



Our Mission

Our mission is to put Christ at the centre of our community. In loving and serving God and one another, we encourage everyone to flourish through learning.

Our Motto

Love • Serve • Learn

Our Focus Virtues

Virtues are qualities that we practise in order to help us become the best version of ourselves.

In our community at All Saints, we focus on 5 main virtues.

- **LOVE:** To do everything for God, for others and for self with kindness.
- **SERVICE:** To work together for the benefit of everyone.
- **FAITH:** To be guided by faith in all that we do, trusting in God.
- **COURAGE:** Doing the right thing even when it is difficult.
- **RESPECT:** To have respect for ourselves, each other, and our environment.



Guidance for Applicants

Please refer to the Job Description and Employee Specification documents as they are an essential part of our recruitment and selection process.

The Job Description will provide you with information relating to the expectations of the position, and roles and responsibilities to be undertaken by the successful candidate.

The Employee Specification advises you of the criteria used to determine a candidate's suitability for the role, and details experience, skills and knowledge required for this position.

Should you wish to visit the College in advance of submitting your application, please email hr@aschc.com and we will arrange a convenient time for you.

Document Links

Application documents can be found on our website under the relevant vacancy heading using this link: www.aschc.com

Completed Applications

Completed application documents should be emailed for the attention of Miss C Taylor to hr@aschc.com in advance of the deadline.

Please note, CVs will not be accepted.

Shortlisting

All applications will be shortlisted by the interview panel who will make their decision to interview based on how well applicants meet the job description and employee specification criteria.

References

Referees of shortlisted applicants will be contacted via email prior to interview to request a reference.

Interview

The interview is a two-way process – the panel will assess if you are the right person for the position, and you will be able to find out more about our College.

Through a range of different activities, you will have the chance to demonstrate your abilities and potential.

The interview may include (role dependent):

- A tour of the school
- Observation of teaching
- A task such as evaluating data or a report
- A presentation
- A formal interview

Unsuccessful Candidates

Unsuccessful applicants can request feedback as a developmental opportunity by emailing hr@aschc.com.

What we offer



An attractive pension scheme for both teaching and support staff.



A high-quality wellbeing package including medical cover, counselling, physiotherapy, fast track medical cover, care service and a 24-hour GP helpline.



Kirklees Employee Health Care, which also includes wellbeing support, physiotherapy.



Care First Advice - a 24/7 information and counselling service.



We are part of the Cycle to Work scheme. Tax free bikes and safety equipment can be payable by payroll deduction through a partnership with Cyclescheme.

Safeguarding

All Saints is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers, volunteers and employees to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced Criminal Record with Barred List check through the Disclosure and Barring Service (DBS).

It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.