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DIRECTORATE: CHILDREN & ADULTS



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SECTION: ALL SCHOOLS MODEL - ETA



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LOCATION: XXXXX SCHOOL



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JOB TITLE: EDUCATIONAL TEACHING ASSISTANT



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GRADE:

6 (SCP 18-21)



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PURPOSE OF JOB



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To work under the guidance of teaching/senior staff to implement and oversee agreed work



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programmes with individuals/groups, in or out of classroom. This could include those



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requiring detailed and specialist knowledge in particular areas and will involve assisting the



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teacher in the whole planning cycle and the management/preparation of resources.



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KEY AREAS



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1. Teaching Support



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2. Pupil Support



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3. Curriculum Activities



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4. General



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DUTIES AND RESPONSIBILITIES



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1. Teaching Support



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1.1 To undertake duties in accordance with school practices and procedures,



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ensuring the job holder actively upholds and promotes the philosophies of the



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school.



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1.2 To work under the guidance of the class teacher/line manager to plan and



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monitor pupils learning. Ensuring the progress is clearly recorded in the



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relevant systems and relates to the learning objectives/goals for pupils.



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1.3 As appropriate to assist with the induction and mentoring of new staff within the



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remit of the role.



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1.4 Under the guidance of the teacher provide one to one support to pupils or



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



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teachers approach.



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1.5 To assist where required in the planning of learning activities.



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1.6 Under the guidance of the teacher ensure equipment or materials are suitable



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for the learning activities. Prepare materials and teaching aids where



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necessary.



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1.7 Under the guidance of the teacher work with individuals or groups of pupils in



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accessing school library and in the use of ICT and other relevant resources to



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support learning.



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1.8 To participate in and assist in supervision of educational visits, in conjunction



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with the teacher/line manager.



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1.9 Promote good behaviour, dealing promptly with conflict and incidents in line



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with established policy and encourage pupils to take responsibility for their own



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behaviour.



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2. Pupil Support



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2.1 Provide support and guidance on a one to one basis or to teams of



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pupils in their core skills and curriculum needs as per school policies/practices.



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2.2 To actively encourage the inclusion of all pupils to participate in the life and



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activities of the school and access the national curriculum to the best of their



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ability.



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2.3 To provide individual assistance or assistance within groups through implementing



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behaviour plans, Individual Education Plans and teaching strategies etc, to



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maximise their achievements.



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2.4As required to deal with pupils who require physical restraint and intervention,



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using such methods as TEAM-TEACH, under the direction of the Headteacher.



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2.5 As required, to deal with the personal care and comfort and necessary minor



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



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school guidance and direction).



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2.6 To contribute to plans, reviews and evaluations of pupils by writing reports on



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pupils' progress and attendance at meetings.



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2.7 To provide lunchtime cover as required.



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2.8 As required by the school to assist under the direction of the school nurse and/



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or physiotherapist in medically related issues eg. administer medication-dosage



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already drawn up by the nurse, gastrostomy feeding and preparing to care for



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children requiring other medication administered and Physiotherapy treatment.



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3. Curriculum Activities



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3.1 To maintain stock of resources, ordering new replacements as agreed with



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colleagues, to support the work across the team in its delivery of service.



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



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areas.



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3.3 To assist with the preparation and tidying of the classroom and upkeep of



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resources.



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3.4 To attend and contribute to duty related meetings as required.



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3.5 To assist in the planning and implementation of structured and agreed learning



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activities/teaching programmes.



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4. General



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4.1 As part of your wider duties and responsibilities you are required to promote



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and actively support the School's/LA's responsibilities towards safeguarding.



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Safeguarding is about keeping people safe and protecting people from harm,



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neglect, abuse and injury. It is about creating safe places, being vigilant and



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doing something about any concerns you might have. It isn't just about the



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very old and the very young, it is about everyone who may be vulnerable.



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Please refer to the Employment page, working for the Council on the Kirklees



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website under the following link:



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<http://www.kirklees.gov.uk/employment/safeguarding.shtml>



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Carry out your duties with due regard to current and future School's/LA's



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policies, procedures and relevant legislation. These will be drawn to your



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attention in your appointment letter, your statement of particulars, induction,



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ongoing performance development and through School communications.



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RESPONSIBLE TO: Head Teacher/Class Teacher/Senior



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Educational Teaching Assistant



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(School to indicate)



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RESPONSIBLE FOR: None



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JD Reference No	SS/ETA06
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	



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