

KIRKLEES COUNCIL

SECTION: SPECIAL SCHOOLS MODEL – ETA ‘ADDITIONAL DUTIES’

JOB TITLE: ADVANCED EDUCATIONAL TEACHING ASSISTANT 9
(COVER SUPERVISION)

GRADE: 9

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 with additional needs.

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

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

To assist in the co-ordination and supervision of other support staff under the direction of the Head teacher.

KEY AREAS

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

DUTIES AND RESPONSIBILITY

1. Teaching and 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 or learning 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, personal care needs and other matters, ensuring the availability of appropriate evidence.

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- 1.4 To deal with any immediate problems or emergencies in according to the school's policies and procedures.
- 1.5 To report back as appropriate on the behaviour of pupils/students during the class and any issues arising.

2. **Pupil/Student Support and Supervision**

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

3. **Supervision of Staff**

- 3.1 In conjunction with the Class Teacher and/or Head Teacher assist in the co-ordination of a team of Senior/Educational Teaching Assistants and/or helpers and for ensuring they receive training necessary to undertake duties in accordance with the teaching strategies and procedures of the school.
- 3.2 To provide guidance and appropriate leadership to staff relating to performance management, referring complex issues and matters of discipline etc. to the Class Teacher/Head Teacher as required.
- 3.3 To complete records as necessary concerning the employment, payment and training of Senior/Educational Teaching Assistants as required by the School and LA.
- 3.4 To consult and attend meetings with the Class teacher/Head Teacher regarding staffing arrangements and relief cover 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/Local Authority'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:

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

- 4.2 Carry out your duties with due regard to current and future School's/Local Authority'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: Head Teacher/Class Teacher/Head of Department

RESPONSIBLE FOR: Senior/Educational Teaching Assistants (school to indicate)

JD Reference No	SS/ETASpec09/CS
JD Prepared / Amended	JAN 2010
Refers to Estab(s)	

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EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People

SECTION: Special Schools Model

JOB TITLE: **ADVANCED EDUCATIONAL TEACHING ASSISTANT 9**
(Cover Supervision)

GRADE: 9

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of working with children/young people.	Application Form/ Selection Process.	A
		1.2	Experience of working with children/young people in a school environment.	Application Form/ Selection Process	A
		1.3	Experience of working with children with Special Educational Needs, complex health needs and behavioural difficulties.	Application Form/ Selection Process	A
		1.4	Experience of managing/supervising staff.	Application Form/ Selection Process	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	GCSE Grade 4 or above in English and maths (or equivalent)	Application Form/ Selection Process/ Certificate.	A
		2.3	NVQ 3 for Teaching Assistant or equivalent qualification or experience.	Application Form/ Certificate	B
		2.4	Relevant professional development.	Application Form/ Certificates.	A
				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	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
3.	GENERAL AND SPECIAL KNOWLEDGE cont...	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	
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 use other relevant equipment e.g. video/copier.	Application Form/ Selection Process	B
		4.4	Ability to relate to children/young people from diverse social backgrounds.	Selection Process	
		4.5	Ability to work as a team member and on own initiative.	Application Form/ Selection Process	A
		4.6	Ability to work with children exhibiting behavioural difficulties.	Application Form/ Selection Process	B
		4.7	Ability to supervise staff including performance management and training.	Application Form/ Selection Process	B
		4.8	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	Commitment to ongoing personal training and development.	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	SS/CS09/CS
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	