

# KIRKLEES COUNCIL

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

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**SECTION:** ALL SCHOOLS MODEL – ETA

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**JOB TITLE:** EDUCATIONAL TEACHING MANAGER 9  
(HLTA -TEACHING)

**GRADE:** 9, (SCP 29-32)

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### **PURPOSE OF JOB**

To make an effective contribution to the management and learning of individual, small group and class groups of pupils/students, in relation to your designated/specialist area.

To complement the professional work of teachers by taking responsibilities for agreed learning activities under an agreed system of supervision.

To plan from the teachers framework and to implement a range of purposeful learning activities.

To support the teacher in monitoring and evaluating pupils'/students' progress and achievements using a range of assessments as agreed.

### **KEY AREAS**

1. Teaching and Learning Provision
2. Pupils/Student Support and Supervision
3. Leadership, Development and Supervision of Staff.
4. Curriculum Activities
5. General

### **DUTIES AND RESPONSIBILITIES**

#### **1. Teaching and Learning Provision**

- 1.1 To assist and collaborate with teacher in the short term planning and implementation of a specific curriculum area or areas as designated and to record and monitor pupils/students learning.
- 1.2 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives for the pupils/students designated.
- 1.3 Working in collaboration with the teacher to supervise activities and the general management and control of pupils/students in the school.

# KIRKLEES COUNCIL

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

- 1.4 Working within the framework set by the teacher promote pupils/students learning in a range of classroom settings, including working with individuals, small groups and whole classes, where the assigned teacher is not present.
- 1.5 To be responsible for planning your role and specified activities to reinforce the teacher's lesson aims and objectives, providing feedback to pupils/students and colleagues on learning and behaviour.
- 1.6 To be responsible for ensuring relevant equipment and materials are suitable for the designated learning activities.
- 1.7 To contribute effectively to the research selection and preparation of teaching resources that meet the diversity of pupils/students needs and interests.
- 1.8 To use ICT effectively to support learning activities and develop pupils/students' competence in its use.
- 1.9 To collaborate with the teacher in the planning of opportunities for pupils/students to learn in out-of-school contexts, in accordance with school policies and procedures e.g. after school clubs, school trips.
- 1.10 To participate in relevant training and development/performance management to improve own practice, through observation, reflection, evaluation and discussion with colleagues, as required from time to time by the Head Teacher/LA.

## **2. Pupils/Student Support and Supervision**

- 2.1 Working within the framework set by the teacher to undertake the delivery of a specific curriculum/aspect to one-one, small group, class of pupils/students using a range of strategies to establish a purposeful learning environment and to promote good behaviour as per school policies.
- 2.2 To promote the support and inclusion of all pupils/students in the learning activities in which they are involved and communicate effectively to support their learning and maintain high expectations of all pupils/students to achieve.
- 2.3 To collaborate with the teacher in monitoring and evaluating pupils/students responses to the learning tasks and modify approaches accordingly.
- 2.4 To monitor and evaluate pupils/students participation and progress through a range of assessment activities and provide constructive

# KIRKLEES COUNCIL

support and feedback to pupils/students as they learn and report back to the teacher as specified.

- 2.5 To contribute to the maintaining and analysing of pupils'/students' records of progress as specified within the teachers framework.
- 2.6 To organise and manage safely the learning activities, the physical teacher space and resources within the designated area of responsibility.

## 3. **Leadership, Development and Supervision of Staff**

- 3.1 In conjunction with the Class Teacher and/or Head Teacher to assist, as required, in the co-ordination of a team of 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 be involved in the 'induction' of new/fixed term Educational Teaching Assistants/Educational Support Assistants, with particular reference to school policy and ethos, behaviour management strategies and learning strategies and learning strategies used by particular teachers.
- 3.3 To provide guidance and appropriate leadership to staff relating to specified learning, programmes and performance management, referring complex issues and matters of discipline etc to the Head of Department/Class Teacher/Head Teacher as required.
- 3.4 To consult and attend meetings with the Head of Department/Class Teacher/Head Teacher regarding pupil/student and staffing arrangements as required.

## 4. **Curriculum Activities**

- 4.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 4.2 To contribute to the presentation of pupils'/students' work and maintenance of display areas.
- 4.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 4.4 To attend and contribute to duty related meetings as required. To participate and contribute to team meetings as designed by Head Teacher.

## 5. **General**

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# KIRKLEES COUNCIL

- 5.1 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/employmentPolicies.aspx>

- 5.2 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.

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

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**RESPONSIBLE FOR:** Senior Educational Teaching Assistant, Educational Teaching Assistants and Educational Support Assistants (as indicated by school)

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JD Reference No	SS/ETA09/HLTA
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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<b>EMPLOYEE SPECIFICATION</b>
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**SERVICE AREA:** Children & Young People Service**SECTION:** All Schools Model**POST TITLE:** Educational Teaching Manager (HTLA)**GRADE:** 9

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Previous continuous employment as a Teaching Assistant in an educational environment	Application Form/ Selection Process	A
		1.2	Experience of working with children/young people in KS2	Application Form/ Selection Process.	A
		1.3	Experience of working with children/young people with additional needs	Application Form/ Selection Process	B
		1.4	Experience of monitoring/evaluating children's progress	Application Form/ Selection Process	A
		1.5	Experience of planning and delivering and assessing.	Application Form/ Selection Process	B
		1.6	Experience of working with EAL children.	Application Form/ Selection Process	
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Literacy and Numeracy skills to at least Level 2 or equivalent	Application Form/ Selection Process/ Certificate.	A
		2.2	Possess Higher Level Teaching Assistant status or equivalent	Application Form/ Certificate	A
		2.3	Relevant professional development	Application Form/ Selection Process/ Certificate.	A

		2.4	NVQ3 for Teaching Assistant or equivalent qualification or experience	Application Form/ Selection Process/ Certificate	A
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Full working knowledge of relevant policies/codes of practise/legislation.	Selection Process	
		3.2	Working knowledge of National Curriculum and other relevant learning programmes	Selection Process	
3.	<b>GENERAL AND SPECIAL KNOWLEDGE cont...</b>	3.3	Understanding of principles of child development and learning.	Selection Process	A
		3.4	Understanding of and commitment to Equal Opportunities Policy in the school setting and how it relates to the duties of the post	Selection Process	A
		3.5	Understanding of parental engagement	Selection Process	A
4.	<b>SKILLS AND ABILITIES</b>	4.1	Ability to use relevant ICT equipment and packages.	Selection Process	A
		4.2	Ability to work on own initiative and contribute to the effective working of a team.	Selection Process/ Application Form	A
		4.3	Be able to prioritise and produce accurate work, working to tight deadlines.	Selection Process	A
		4.4	Ability to communicate effectively at all levels.	Selection Process	A
		4.5	Ability to supervise/manage a team including task allocation and performance management.	Selection Process/ Application Form.	A
		4.6	Ability to evaluate learning needs and actively seek learning opportunities.	Selection Process	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to ongoing personal training and development.	Selection Process	
		5.2	Ability to adapt and be flexible to the needs of the school.	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.

<b>ES Reference No</b>	SS/ETA09/HTLA/SPEC
<b>ES Prepared/Amended</b>	JAN 2010
<b>Refers to Estab(s)</b>	