

KIRKLEES COUNCIL

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

SECTION: ALL SCHOOLS MODEL – ETA

JOB TITLE: ADVANCED EDUCATIONAL TEACHING ASSISTANT 8
(SEMH / BEHAVIOUR SUPPORT)

GRADE: 8, (SCP 26-28)

PURPOSE OF JOB

To work as part of a team including teachers and other support staff to support the learning and behaviour of pupils who need help to overcome barriers to learning, in order to achieve their full potential.

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

KEY AREAS

1. Teaching Support
2. Pupil Support
3. Management of Staff
4. General

DUTIES AND RESPONSIBILITY

1. Teaching Support

- 1.1 To organise, deliver and evaluate SEMH and behaviour programmes in school.
- 1.2 To participate in the comprehensive assessment of all pupils entering and returning to school, to identify those who need extra support to overcome barriers to learning both inside and outside school.
- 1.3 To liaise closely with teaching staff of an assigned pupil to ensure that they understand the support strategies being used by the Senior/ETA staff (behaviour).
- 1.4 When required, to work closely with SENCO and senior members of staff responsible for inclusion, to ensure the needs of pupils and those with specialist educational needs are met.
- 1.5 To promote the speedy and effective transfer of pupil information from schools and to ensure the arrangements for those leaving school are properly managed.

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- 1.6 To maintain accurate records of pupils' progress and this relates to the learning objectives/goals for pupils.
- 1.7 To meet regularly with teaching staff/ line manager to report on progress of assigned pupils.
- 1.8 To have a full knowledge and understanding of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
- 1.9 Develop effective working relationships with a wide range of external agencies, as appropriate to support the progress of individual pupils.

2. **Pupil Support**

- 2.1 To identify pupils who would benefit most from support and working with other staff lead on drawing up and implementing behaviour plans, individual educational plans and teaching strategies etc. to maximise their achievements.
- 2.2 To develop one to one mentoring relationship with pupils requiring particular support to achieve goals defined in the action plan.
- 2.3 To provide programmes for individuals and small groups of pupils on social skills, anger management and emotional literacy.
- 2.4 To maintain regular contact with parents/carers of pupils in need of extra support, to keep informed of their child's needs and progress, and to secure positive family support and involvement.

3. **Management of Staff**

- 3.1 To be responsible for the day to day management and supervision of Senior/ETA staff (learning mentors).
- 3.2 To provide guidance and appropriate leadership to staff.
- 3.3 To ensure support staff are effectively trained in relation to behaviour improvement.

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 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/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: Head Teacher/SLT/MLT/ class teachers

RESPONSIBLE FOR: Senior ETA's, ETA's

JD Reference No	SS/ETA08/BS
JD Prepared / Amended	May 2017
Refers to Estab(s)	

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