

# KIRKLEES COUNCIL

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**SECTION:** SPECIAL SCHOOLS MODEL: ETA

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**JOB TITLE:** EDUCATIONAL TEACHING ASSISTANT 7

**GRADE:** 7, (SCP 23-25)

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## **PURPOSE OF JOB**

To work as part of a team including teachers and other support staff to support the learning and welfare of pupils with additional needs.

Provide practical support for learning, educational activities, developing social skills, integration and securing pupils' physical and emotional wellbeing including encouraging their independence.

## **KEY AREAS**

1. Teaching Support
2. Pupil Care and Support
3. Curriculum Activities
4. Use of Supporting Equipment
5. General

## **DUTIES AND RESPONSIBILITIES**

### **1. Teaching Support**

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the direction of the class teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.3 Under the guidance of the teacher, supervise activities and assist with the general management and control of pupils in school.
- 1.4 Under the direction of the teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the teachers approach.
- 1.5 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

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- 1.6 To provide basic clerical duties where required e.g. Photocopying, filing etc.
- 1.7 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.8 Under the guidance of the teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
- 1.9 To participate in and assist in the supervision and support of pupils on educational visits, residentials and work experience in conjunction with the teacher/line manager.
- 1.10 As directed by the teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
- 1.11 To undertake relevant training and monitoring programmes as required from time to time by the Head teacher or LA, to ensure needs are addressed and expertise is developed.

## 2. **Pupil Care and Support**

- 2.1 To provide support and guidance under the direction of the teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
- 2.2 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Head teacher.
- 2.5 To provide all aspects of personal care and support to pupil, ensuring this is carried out to a high standard, as per school guidance and direction. i.e. toileting, intimate care issues
- 2.6 Where required to assist with the general feeding and gastrostomy feeding of pupils.
- 2.7 As required, by the school, to assist under the direction of the school nurse and/ or specialist, in medically related issues. E.g.

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administering medication, physiotherapy treatment, occupational therapy, speech and language programmes.

- 2.8 Assist with the assessment and monitoring of pupils physical and emotional needs.
- 2.9 Ensuring pupils retain individuality, personal dignity and encouraging independence and self esteem.
- 2.10 To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and personal care needs including attendance at meetings as required.
- 2.11 To provide lunchtime cover as required.

## 3. **Curriculum Activities**

- 3.1 Under the direction of the teacher, assist in the structured and agreed learning activities/teaching programmes.
- 3.2 To assist with the developing and maintaining of links between the school, parents and the local community in support of pupils' learning.
- 3.3 To contribute in the presentation of pupils' work and maintenance of display areas.
- 3.4 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.5 To attend and contribute to duty related meetings as required.

## 4. **Use of Supporting Equipment**

- 4.1 To ensure the correct and safe use of equipment. i.e. lifts, hoists, mobility equipment and medical aids.
- 4.2 To provide assistance and advice to staff on the correct use of equipment.
- 4.3 To assist with the carrying out of basic routine safety checks of equipment and report any fault to the Head teacher/ line manager.

## 5. **General**

- 5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's and Local Authority's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and

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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/Local Authority 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:**     **Head teacher/Class Teacher/Senior Educational Teaching Assistant**

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**RESPONSIBLE FOR:**     **None**

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<b>JD Reference No</b>	SS/ETASpec07
<b>JD Prepared / Amended</b>	OCT 2009

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<b>EMPLOYEE SPECIFICATION</b>
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SERVICE AREA: Children &amp; Young People Service

SECTION: Special Schools Model

JOB TITLE: Educational Teaching Assistant 7

GRADE: 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children/young people in a school environment.	Application Form/ Selection Process	A
		1.2	Experience of assisting class teacher in delivering the curriculum.	Application Form/ Selection Process	B
		1.3	Experience of working with children with Special Educational Needs, complex health needs and autism.	Application Form/ Selection Process	A
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 Assistant Induction Programme.	Application Form/ Certificates	B
		2.3	NVQ 3 for Teaching Assistants or equivalent qualifications or experience.	Application Form/ Certificates	B
		2.4	Training in the relevant learning strategies	Application Form/ Selection Process	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National Foundation Stage curriculum and other basic learning programmes/strategies.	Selection Process	B
		3.2	Understanding of Child Development and Learning.	Selection Process	B
		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	A

		3.4	Knowledge of the national curriculum applicable to the school.	Application Form/ Selection Process	A
4.	<b>SKILLS AND ABILITIES</b>	4.1	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	A
		4.3	Ability to communicate effectively with pupils and staff members.	Application Form/ Selection Process	A
		4.4	Ability to relate to children/young people from diverse/social backgrounds.	Selection Process	A
		4.5	Ability to work as a team member.	Application Form/ Selection Process	A
		4.6	Ability to work with children exhibiting behavioural difficulties.	Application Form/ Selection Process	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	B
		5.2	Commitment to ongoing personal training and development.	Selection Process	A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	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.

<b>ES Reference No</b>	SS/ETASpec07/SPEC
<b>ES Prepared/Amended</b>	JAN 2010
<b>Refers to Estab(s)</b>	