



**HOLMFIRTH**  
HIGH SCHOOL

**Information Booklet**  
Educational Teaching Assistant  
ETA/SEMH Mentor

# A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this post at Holmfirth High School.

We genuinely believe our school is a wonderful place to work and develop your career. We work hard to ensure that students get the very best quality of learning experience, thus supporting them to achieve the very best outcomes. We are a school community where relationships are positive, respectful and friendly.

We strive to do our best for all our students so that they leave here as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom.

We are an incredibly busy school community with lots going on all year round. We are fortunate in having an exceptional staff team who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

We have a well-established passion for collaboration; working in partnership with a range of other alliances, schools, colleges and universities to: share best practice; support and train entrants into the profession, and to provide exciting professional development for all our staff.

The successful candidate will join the school at an exciting point in its history.

We would hope that what you read in the information pack and your wider research about the school will have whetted your appetite and encourage you to apply.

Yours sincerely



Mr Ben Stitchman  
Headteacher

# Holmfirth High School

This highly successful school has 1320 students, a teaching staff of 80 and a support staff of 70.



Originally built in 1959, the school has undergone extensive refurbishment in recent years. Its facilities now include a Modern Foreign Language suite, 6 ICT rooms, a Drama studio, 8 Science laboratories, a Music suite with practice rooms, a SEN department and RE/PSCHE block. The specialist school initiative brought the building of a new Maths block.

Our catchment area comprises Holmfirth and surrounding villages. These provide an intake which is well balanced socially and academically. The school is conveniently situated about seven miles from Huddersfield. The surrounding countryside is beautiful, set as we are in the Pennine Hills. Holmfirth is within 30-45 minutes of the centres of Leeds, Manchester and Sheffield and is easily accessible from the M1 and M62 motorways.

Our school takes its community responsibilities seriously. It adopts an open policy towards parents and students are encouraged to participate in the life of the school and locality in a positive and helpful manner. The school also manages the sports centre accommodation which is used by local individuals and community groups in the evenings. We became an extended school in April 2006.

As a school, we aim to be sympathetic and understanding while being purposeful and demanding. We encourage our students to strive to achieve their personal best in all areas of endeavour.

Our students' high personal standards are also fundamental to our calm and purposeful ethos. We are aware of the difficulties that students may experience as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls who have personal or academic problems and we provide as much support as we are able.

The school is organised on a House basis, with Heads of House overseeing a team of Form Tutors. Students are taught in their mixed ability tutorial groups in Year 7, although setting is introduced in a number of subjects in Year 8. In Years 10 and 11, our students follow a broad and balanced curriculum, with KS4 choices made in Year 9.

The school has an excellent record in public examinations; the great majority of our students achieve high standards at education or training beyond the age of sixteen. Over 50% go on to university and less than 1% become NEET.












We attach great importance to the place of extra-curricular activities in our school programme. A wide variety of cultural, sporting, outdoor pursuits and other activities take place, with outstanding levels of success being achieved. It is hoped that applicants will give a clear indication of areas in which they are able and willing to participate.

We hope that this outline has been useful. If you have any questions please do not hesitate to telephone the school. In normal circumstances, the appointment will be made within one month from the appearance of the advertisement. Unless applicants have been invited for interview within this period, it should be assumed that the post has been filled. It is regretted that expense makes it impossible to write personally to all unsuccessful candidates.



# Aims of our School

-  Members of our school community are encouraged to achieve their potential – academically, emotionally, socially, physically and spiritually and the school aims for the highest possible standards for all.
-  Our school aims to ensure that members of the school community feel valued and appreciated.
-  Our school aims to encourage students to enjoy learning through a broad curriculum delivered in a wide variety of ways and thus helps prepare them for later life.
-  Our school aims to develop qualities of mind, body, and spirit through the encouragement and development of various senses; reasoned thought; the ability to question and discuss rationally, to state a point of view and accept other points of view.
-  Our school aims to develop self-discipline, self-respect, respect for others and their property, thereby enhancing relationships with others and providing the capacity to live as independent, self-motivated adults with the ability to act as contributing members of society.
-  Our school aims to encourage that all members of the school community respect religious and moral values, and show tolerance and understanding of other races, religions and ways of life.
-  Our school aims to provide a wide range of support services for our young people in order to help them manage and cope well with concerns and problems not just with their education, but more generally with their life in and beyond school and as preparation for later life.
-  Our school seeks to offer a wide variety of learning and activity opportunities through our extra-curricular programme and hope that these will help encourage the development of interests and skills and social interaction.
-  Our school seeks to work and interact with our wider community to support local efforts to address issues and provide services and to ensure good use of school facilities in out of school hours.

# The Learning Support Department

The successful applicant will be part of a committed and enthusiastic team and will be expected to support the learning and welfare of pupils with Special Educational Needs, most specifically Social, Emotional and Mental Health (SEMH) needs. This will involve practical support for learning, educational activities, developing social skills and supporting pupils' physical and emotional well-being across all times of the school day.

At the last Ofsted inspection we were judged to be a good school with outstanding features where "pupils' well-being lies at the heart of the school's work," and where "pupils who have special educational needs and/or disabilities are making improving rates of progress in line with other pupils."

We offer a range of strategies to support pupils, some of these are listed below:

- In-class support
- Individual or small group tuition
- Mentoring
- Lunch and break time support
- Literacy and numeracy intervention programmes
- Personal care and hygiene

The successful candidate will be caring, motivated and adaptable with a commitment to supporting the learning needs and welfare of all pupils in their care. They will demonstrate a positive attitude and unconditional positive regard to all students who they work with.

# Local Information

## Holmfirth – the Heart of the Holme Valley

Located in the heart of the beautiful Holme Valley, Holmfirth is a small town that sits just north of the Peak District in West Yorkshire. The town is better known as the location for the popular BBC TV series 'Last of the Summer Wine', with thousands of fans making the journey every year to visit such locations as Sid's Café and Nora Battye's Steps.



Whilst 'Last of the Summer Wine' is a major visitor attraction, it certainly is not the only reason people visit Holmfirth. With its breathtaking scenery across the Holme Valley, Holmfirth is also popular with walkers and wildlife enthusiasts alike as it is within easy reach of a number of beautiful reservoirs and picturesque surroundings, and if that isn't enough, there are some wonderful attractions to be seen in the town itself - from the last of the Summer Wine Exhibition, to the Holmfirth Vineyard, to the Postcard Museum or pop into one of the local bars for a cheeky pint!

Holmfirth is also home to a wide range of eating places, including restaurants, wine bars, pubs and take-aways that cater for a wide variety of tastes. It is one of the most popular and much loved destinations in West Yorkshire, with visitors flocking to the sleepy town all year round, Holmfirth is a wonderful place to visit, with lots of things to see and do.

Holmfirth is within easy reach of the major cities of Manchester, Leeds and Sheffield being accessible from both the M1 and M62 motorways. Our nearest town is Huddersfield which is home to Huddersfield University - winner of the Sunday Times Best University of the Year Award 2014. Huddersfield also has three sixth form colleges – Greenhead College, Kirklees College and New College.

There are many estate agents and letting agents in Holmfirth and Huddersfield, together with high street banks and building societies.

# Partner Primary Schools

## Hade Edge J & I School

Greave Road  
Hade Edge  
Holmfirth  
HD9 2DF

## Netherthong Primary School

School Street  
Netherthong  
Holmfirth  
HD9 3EB

## Hepworth J & I School

Maingate  
Hepworth  
Holmfirth  
HD9 1TJ

## Scholes J & I School

Wadman Road  
Scholes  
Holmfirth  
HD9 1SZ

## Hinchliffe Mill J & I School

Waterside Lane  
Holmbridge  
Holmfirth  
HD9 2PF

## Upperthong J & I School

Burnlee Road  
Holmfirth  
HD9 2LE

## Holme J & I School

Meal Hill Road  
Holme  
Holmfirth  
HD9 2QQ

## New Mill Junior School

Royds Avenue  
New Mill  
Holmfirth  
HD9 1LJ

## Holmfirth J I & N School

Cartworth Road  
Holmfirth  
HD9 2RG



## **Educational Teaching Assistant – ETA/SEMH Mentor**

### **Job Description**

<b>Salary Grade:</b>	6 (Actual Salary £16,625)
<b>Hours:</b>	32.5
<b>Weeks:</b>	Term Time Only
<b>Reporting to:</b>	Assistant SENCO

---

#### **Purpose of the post**

To work under the guidance of teaching and senior staff to implement and oversee agreed work programmes with individuals and groups, both in or out of classroom, most specifically students with SEMH needs. This could include those requiring detailed and specialist knowledge and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources as well as working more independently when required to provide support on both a reactive and proactive basis.

#### **Key areas**

1. Teaching Support
2. Pupil Support
3. Curriculum Activities
4. General

#### **Duties and responsibilities**

##### **1. Teaching Support**

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the postholder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the guidance of the class teacher/line manager to plan and monitor pupils' learning both academic and social and emotional. Ensuring the 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 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- 1.5 Under the guidance of the teacher provide one to one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the teacher's approach.
- 1.6 To assist where required in the planning of learning activities, including relating to SEMH.
- 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.

- 1.9 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.
- 1.10 Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

## **2. Pupil Support**

- 2.1 Provide support and guidance on a one to one basis or to teams of pupils with SEMH in their core skills and curriculum needs as per school policies/practices.
- 2.2 Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national/appropriate curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within small groups through implementing behaviour plans, student passports and teaching strategies etc., to maximize 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 Headteacher.
- 2.5 As required, deal with the personal care and comfort of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.6 Contribute to plans, reviews and evaluations for pupils by writing reports on pupils' progress, attending meetings and liaising with parents and professionals as required.
- 2.7 To provide break and lunchtime cover as required.
- 2.8 As required by the school to assist under the direction of the school nurse and/or physiotherapist in medically related issues, e.g. administer medication-dosage already drawn up by the nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and Physiotherapy treatment.

## **3. Curriculum Activities**

- 3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 3.2 To contribute in the presentation of pupils' work and maintenance of display areas.
- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.
- 3.5 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

## **4. General**

- 4.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.
- 4.2 The postholder's duties must at all times be carried out in compliance with the Council's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
  - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

- b) Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
  - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- 4.3 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- 4.4 To undertake relevant training and development as required from time to time by the Headteacher, and be involved in ongoing development reviews of skills and competencies.

### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents and the wider community.
- Adhere to the principles expressed in the aims of the school and its mission statement.
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply school policies in all aspects of the role.
- Keep up-to-date with all aspects of the Safeguarding and Child Protection Policy as it applies to the post.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through the school's Performance Management Policy. Holmfirth High School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*

## Person Specification

<b>Location :</b>	Holmfirth High School
<b>Job Title:</b>	Educational Teaching Assistant – ETA/SEMH Mentor
<b>Pay scale:</b>	Grade 6
<b>Hours/weeks:</b>	32.5 (Term Time Only)

**You should be able to demonstrate that you meet the following criteria:**

E = Essential D = Desirable	Measured by: A. Application Form B. Test/Exercise C. Interview D. References
--------------------------------	--

	<b>Qualifications, Knowledge &amp; Experience</b>	
D	• GCSE (or equivalent) passes in English and Maths	A
D	• Basic level of ICT	A
D	• Experience of working with children with additional needs, specifically those with SEMH needs	A
D	• Training and/or qualifications in special educational needs	A
D	• Experience of planning curriculum activities and SEMH interventions	A
D	• Experience of developing effective strategies to promote positive behaviour	A
D	• A basic knowledge of first aid and willingness to administer first aid after suitable training	A
D	• A general knowledge of health and hygiene	A
D	• Working with and communicating with people including young people with SEMH needs and their parents	A
D	• Previous experience of working in a school environment	A

	<b>Attributes and skills</b>	
E	• Ability to relate to children from diverse social backgrounds	A C D
E	• Ability to work under own initiative and contribute to the effective working of a team	A C D
E	• Organisational skills	A C D
E	• Good time keeping	D
E	• Ability to communicate effectively with staff, pupils, parents and professionals	A C D
E	• Understanding of child development and learning	A C D
E	• Ability to provide relevant advice and support to teachers	A C D
E	• Record keeping	A C D

	<b>Additional Factors</b>	
D	• Working as a team member	A C D
D	• Willingness to work flexibly as occasionally required	A C D
E	• Willingness to work within the school's Health & Safety guidelines	A C D
E	• Willingness to provide personal and hygiene care for pupils	A C D
E	• Willingness to provide physical support for pupils following appropriate training	A C D
E	• Commitment to ongoing personal training and development	A C D

# Application Details

Thank you for taking the time to read this pack. If you wish to apply for the post of Educational Teaching Assistant then please complete the standard Kirklees Council application form which is found on our website, together with a letter of application outlining how your experience to date has prepared you for this post.

Completed applications should be returned to:

The Headteacher  
Holmfirth High School  
Heys Road  
Thongsbridge  
HOLMFIRTH  
HD9 7SE

Or via email to [vacancies@holmfirthhigh.co.uk](mailto:vacancies@holmfirthhigh.co.uk)

**The closing date for applications is Monday 13 March at 9am**

If we have not contacted you by the end of March please assume that on this occasion your application has been unsuccessful. Please accept this as acknowledgment of the time and interest you have shown.