

# KIRKLEES COUNCIL

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**SECTION:** ALL SCHOOLS MODEL – ETA

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**JOB TITLE:** SENIOR EDUCATIONAL TEACHING ASSISTANT

**GRADE:** 7

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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 all pupils. Provide practical support for learning, educational activities, developing social skills, integration and for securing pupils' physical and emotional well being and to assist in the co-ordination and supervision of other support staff.

## **KEY AREAS**

1. Teaching Support
2. Pupil Support
3. Curriculum Activities
4. Supervision of Staff
5. General

## **DUTIES AND RESPONSIBILITY**

### **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 guidance of the class teacher/line manager to plan and monitor pupils learning. 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 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 teachers approach.
- 1.6 Assist in training new and temporary members of the team,

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particularly on the behaviour management strategies or learning strategies followed by the teacher.

- 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 supervision of educational visits, in conjunction with the teacher/line manager.

## 2. Pupil Support

- 2.1 To provide support and guidance on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies and practices.
- 2.2 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 Headteacher.
- 2.5 As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, ie. toileting and intimate care issues (as per school guidance and direction).
- 2.6 To contribute to plans, reviews and evaluations of pupils by writing reports on pupils' progress and attendance at meetings.
- 2.7 To provide 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 eg. 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 Support

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- 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. **Supervision of Staff**

- 4.1 In conjunction with the Class Teacher and/or Head Teacher assist in the co-ordination of a team of Educational Teaching Assistants, Educational Support 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.
- 4.2 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.
- 4.3 To complete records as necessary concerning the employment, payment and training of Educational Teaching Assistants/ Educational Support Assistants as required by the School and LA.
- 4.4 To consult and attend meetings with the Class teacher/Head Teacher regarding staffing arrangements and relief cover as required.

## 5. **General**

- 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 click [here](#) to read our safeguarding policy.

Alternatively go to:

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

- 5.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These

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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/Class Teacher**

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**RESPONSIBLE FOR:**    **Educational Teaching Assistants and/or  
Educational Support Assistants**

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|------------------------------|----------|
| <b>JD Reference No</b>       | SS/ETA07 |
| <b>JD Prepared / Amended</b> | OCT 2009 |
| <b>Refers to Estab(s)</b>    |          |

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| <b>EMPLOYEE SPECIFICATION</b> |
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**DIRECTORATE:** Children & Young People**SECTION:** Special Schools Model**JOB TITLE:** Educational Teaching Assistant 7**GRADE:** 7

|    | ATTRIBUTES                                |     | RELEVANT CRITERIA   | HOW IDENTIFIED                         | RANK |
|----|---|-----|---|--|------|
| 1. | <b>RELEVANT EXPERIENCE</b>                | 1.1 | Experience of assisting class teacher in delivering the curriculum.   | Application Form/<br>Selection Process | B    |
|    |   | 1.2 | Experience of working with children with Special Educational Needs, complex health needs or behavioural difficulties, in a school environment | Application Form/<br>Selection Process | A    |
| 2. | <b>EDUCATION AND TRAINING ATTAINMENTS</b> | 2.1 | GCSE Grade 4 in English and maths (or equivalent).  | Application Form/<br>Selection Process | A    |
|    |   | 2.3 | NVQ 3 for Teaching Assistants or equivalent qualifications or experience.   | Application Form/<br>Certificates      | B    |
|    |   | 2.4 | Training in the relevant learning strategies e.g. literacy.   | Application Form/<br>Selection Process | B    |
| 3. | <b>GENERAL AND SPECIAL KNOWLEDGE</b>      | 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                      | A    |
|    |   | 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/<br>Selection Process | A    |

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|----|-------------------------------|-----|--|--|---|
| 4. | <b>SKILLS AND ABILITIES</b>   | 4.1 | Effective use of ICT to support learning.  | Application Form/<br>Selection Process | A |
|    |                               | 4.2 | Ability to assist the teacher in planning class activities.  | Selection Process                      |   |
|    |                               | 4.3 | Ability to communicate effectively with pupils and staff members.  | Application Form/<br>Selection Process | A |
|    |                               | 4.4 | Ability to relate to children/young people from diverse/social backgrounds.  | Selection Process                      |   |
|    |                               | 4.5 | Ability to work as a team member.  | Application Form/<br>Selection Process | A |
|    |                               | 4.6 | Ability to work with children exhibiting behavioural difficulties.   | Application Form/<br>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                      |   |
|    |                               | 5.2 | Commitment to ongoing personal training and development.   | Selection Process                      |   |
|    |                               | 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/<br>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.

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| <b>ES Reference No</b>     | SS/CS07  |
| <b>ES Prepared/Amended</b> | JAN 2015 |
| <b>Refers to Estab(s)</b>  |          |