

KIRKLEES COUNCIL

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

SECTION: SPECIAL SCHOOLS MODEL: ETA

JOB TITLE: EDUCATIONAL TEACHING ASSISTANT 7

GRADE: 7

PURPOSE OF JOB

To work as part of a team including teachers and other support staff to support the learning and welfare of pupils who have complex communication 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.

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- 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.
- 1.6 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids (including communication aids) where necessary.
- 1.7 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.
- 1.8 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.
- 1.9 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.

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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. 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 To liaise closely with the class teacher and other support staff to ensure they understand and support the programmes being used.

3.2 Under the direction of the teacher, assist in the structured and agreed learning activities/teaching programmes.

3.3 To assist with the developing and maintaining of links between the school, parents to secure positive family support and involvement.

3.4 To attend and contribute to duty related meetings as required.

3.5 To assist in the development of appropriate communication systems, which may include the use of objects, symbols, hand signs for each child.

3.6 To assist in the maintenance of the objects and symbols used.

3.7 To modify, adapt or create materials to which supports the pupils access to equipment and activities.

3.8 To assist in the care, maintenance and management of other equipment and resources which supports pupils learning.

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.

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- 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/Local Authority'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/Local Authority'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/Class Teacher/Senior Educational Teaching Assistant** (school to indicate)

RESPONSIBLE FOR: **None**

JD Reference No	SS/ETASpec07/Int
JD Prepared / Amended	OCT 2009

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