

# KIRKLEES COUNCIL



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SECTION:

SPECIAL SCHOOLS MODEL: ETA



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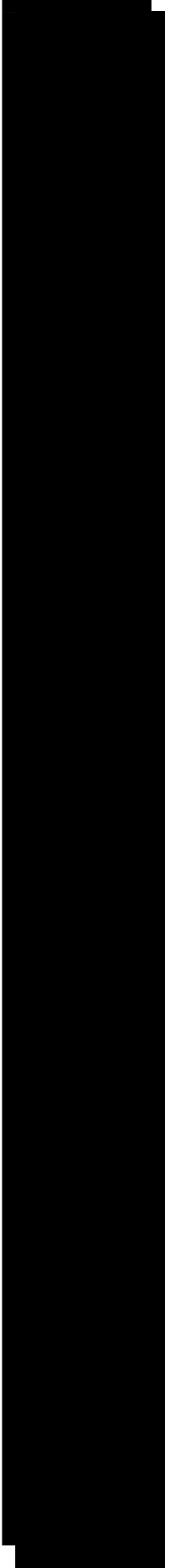


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JOB TITLE: EDUCATIONAL TEACHING ASSISTANT 7





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GRADE: 7, (SCP 23-25)



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## PURPOSE OF JOB



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To work as part of a team including teachers and other support staff to support the learning



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and welfare of pupils with additional needs.





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Provide practical support for learning, educational activities, developing social skills,



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integration and securing pupils' physical and emotional wellbeing including encouraging their



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independence.



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## KEY AREAS



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1. Teaching Support



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2. Pupil Care and Support



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## 3. Curriculum Activities



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## 4. Use of Supporting Equipment



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5. General



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## DUTIES AND RESPONSIBILITIES



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## 1. Teaching Support



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1.1 To undertake duties in accordance with school practices and procedures,



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ensuring the job holder actively upholds and promotes the philosophies of the



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school.



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1.2 To work under the direction of the class teacher ensuring that progress is



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clearly recorded in the relevant systems and relates to the learning





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objectives/goals for pupils.



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1.3 Under the guidance of the teacher, supervise activities and assist with the



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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



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working with small groups of pupils on pre-planned activities, to reinforce the



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teachers approach.





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1.5 To ensure that progress is clearly recorded in the relevant systems and relates



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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.



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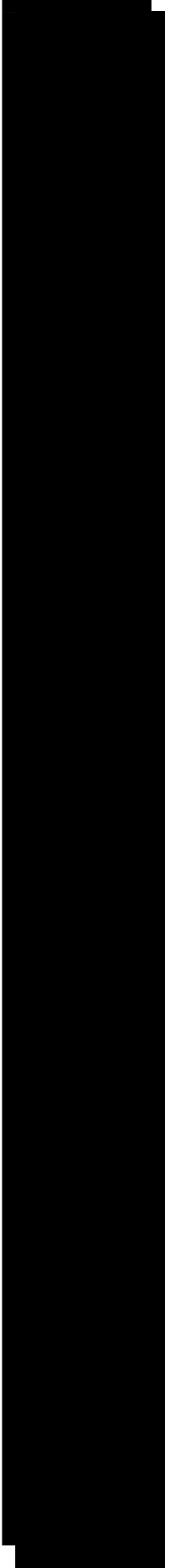
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1.7 Under the guidance of the teacher ensure equipment or materials are suitable for



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the learning activities. Prepare materials and teaching aids where necessary.





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1.8 Under the guidance of the teacher, work with individuals or groups of



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pupils in accessing school library and in the use of ICT and other



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relevant resources to support learning.



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1.9 To participate in and assist in the supervision and support of pupils on



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educational visits, residentials and work experience in conjunction with the



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teacher/line manager.





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1.10 As directed by the teacher to promote good pupil behaviour, dealing



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promptly with conduct and incidents in line with established policy and



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encourage pupils to take responsibility of their own behaviour.



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1.11 To undertake relevant training and monitoring programmes as required from



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time to time by the Head teacher or LA, to ensure needs are addressed and



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expertise is developed.





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## 2. Pupil Care and Support



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2.1 To provide support and guidance under the direction of the teacher on a one to



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one basis or to teams of pupils in their core skills and curriculum needs as per



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school policies/practices.



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2.2 To actively encourage the inclusion of all pupils to participate in the life and





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activities of the school and access the national curriculum to the best of their



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ability.



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2.3 To provide individual assistance or assistance within groups through



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implementing behaviour plans, Individual Education Plans and teaching



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strategies etc, to maximise their achievements.



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2.4 As required to deal with pupils who require physical restraint and intervention,





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using such methods as TEAM-TEACH, under the direction of the Head teacher.



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**2.5** To provide all aspects of personal care and support to pupil, ensuring this is



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carried out to a high standard, as per school guidance and direction. i.e.



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toileting, intimate care issues



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2.6 Where required to assist with the general feeding and gastrostomy feeding of



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pupils.





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2.7 As required, by the school, to assist under the direction of the school nurse



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and/ or specialist, in medically related issues. E.g. administering medication,



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physiotherapy treatment, occupational therapy, speech and language



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programmes.



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2.8 Assist with the assessment and monitoring of pupils physical and emotional



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needs.





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2.9 Ensuring pupils retain individuality, personal dignity and encouraging



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independence and self esteem.



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2.10 To contribute to plans, reviews and evaluations of pupils by monitoring and



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recording pupils' progress and personal care needs including attendance at



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meetings as required.



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2.11 To provide lunchtime cover as required.



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## 3. Curriculum Activities



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3.1 Under the direction of the teacher, assist in the structured and agreed learning



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activities/teaching programmes.

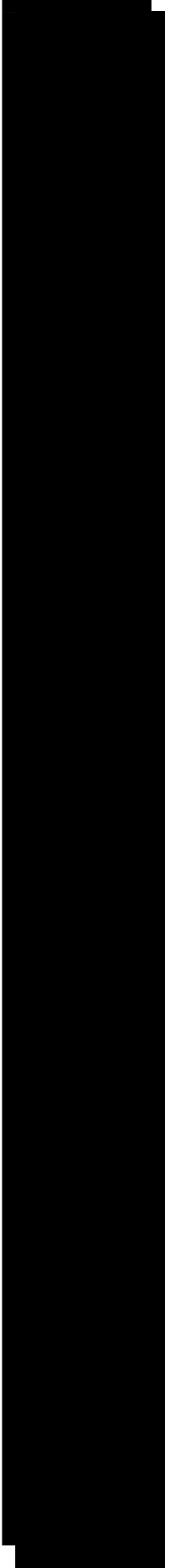


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3.2 To assist with the developing and maintaining of links between the school,





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parents and the local community in support of pupils' learning.



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3.3 To contribute in the presentation of pupils' work and maintenance of display



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areas.



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3.4 To assist with the preparation and tidying of the classroom and upkeep of



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resources.



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



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## 4. Use of Supporting Equipment



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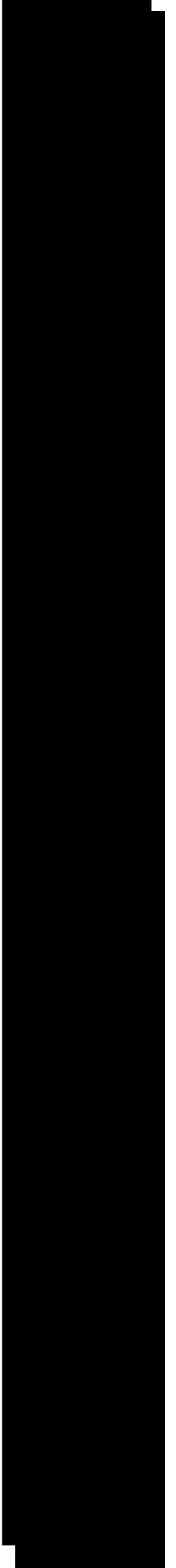
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4.1 To ensure the correct and safe use of equipment. i.e. lifts, hoists, mobility



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equipment and medical aids.

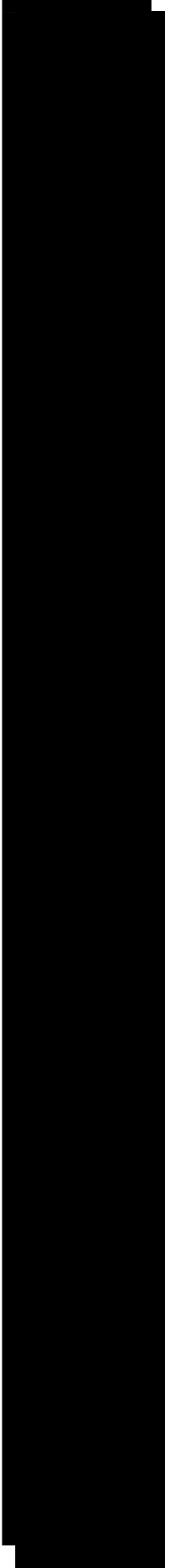


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4.2 To provide assistance and advice to staff on the correct use of equipment.





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4.3 To assist with the carrying out of basic routine safety checks of equipment and



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report any fault to the Head teacher/ line manager.



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## 5. General



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5.1 As part of your wider duties and responsibilities you are required to promote



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and actively support the School's and Local Authority's responsibilities towards





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safeguarding. Safeguarding is about keeping people safe and protecting



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people from harm, neglect, abuse and



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injury. It is about creating safe places, being vigilant and doing something



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about any concerns you might have. It isn't just about the very old and the very



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young, it is about everyone who may be vulnerable. Please refer to the



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Employment page, working for the Council on the Kirklees website under the





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following link:



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<http://www.kirklees.gov.uk/employment/employmentPolicies.aspx>



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5.2 Carry out your duties with due regard to current and future School's/Local



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Authority policies, procedures and relevant legislation. These will be drawn to



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your attention in your appointment letter, your statement of particulars,



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induction, ongoing performance development and through School





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communications.



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RESPONSIBLE TO: Head teacher/Class Teacher/Senior Educational



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Teaching Assistant



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RESPONSIBLE FOR: None



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



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