

# KIRKLEES COUNCIL

---

**SECTION:** ALL SCHOOL MODEL - ETA

---

**JOB TITLE:** SENIOR EDUCATIONAL TEACHING ASSISTANT 7  
(NURSERY SUPPORT)

**GRADE:** 7

---

## **PURPOSE OF JOB**

To be a member of a multi-disciplinary team, under the leadership of the Teacher and Head teacher and under the agreed education plan to work with the Children in the class/unit/nursery.

To contribute to the holistic development of the children in their care through the provision of a quality Early Years curriculum.

To effectively encourage a friendly, stimulating environment where positive attitudes are established in a variety of social contexts.

## **KEY AREAS**

1. Providing Care and Early Learning Support
2. Working as Part of a Team
3. Supporting the Nursery Provision
4. General

## **DUTIES AND RESPONSIBILITIES**

### **1 Providing Care and Early Learning Support**

- 1.1 Undertake activities necessary to facilitate the holistic development of individuals and groups of children, those with Special Needs – including gifted and talented children.
- 1.2 To record and monitor children's development as required by the school.
- 1.3 Actively engage in any pre-determined educational activities and work programmes.
- 1.4 To liaise with parents and carers as appropriate.

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

# KIRKLEES COUNCIL

- 1.5 Monitor any concerns arising with individual children and report these to their designated supervisor as appropriate.
- 1.6 To participate in the general care and behaviour management of the children.
- 1.7 Take part in home visits when required.
- 1.8 To liaise with other agencies i.e. Speech Therapist, Hearing and Visually Impaired Services, as required.

## **2 Working as Part of a Team**

- 2.1 To attend meetings, during contracted hours, relevant to the performance of the post holder and the nursery provision.
- 2.2 To support colleagues in all aspects of Nursery provision as required.
- 2.3 Undertake relevant training, during contracted hours, to enhance the performance of duties and personal development.
- 2.4 To assist in the monitoring and evaluation of practices and procedures as necessary.
- 2.5 Liaise with team members as required to highlight particular needs of individual children.

## **3 Supporting the Nursery Provision**

- 3.1 Supervise the activities of individuals or groups of children to ensure their well-being and safety (inside and outside).
- 3.2 To participate in promoting a quality curriculum that upholds, established school policies, regarding sensitivity to the needs and requirements of different ethnic and social backgrounds.
- 3.3 To participate in the preparation of equipment and materials for each nursery/unit/class session.
- 3.4 To participate in the presentation of children's work and the compilation of displays.
- 3.5 To assist in the maintenance of equipment and materials in the nursery.
- 3.6 Assist in maintaining stock and resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of services.

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

# KIRKLEES COUNCIL

## 4 General

- 4.1 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

<http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

- 4.2 Carry out your duties with due regard to current and future School's/LA'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:** (school to indicate)

---

**RESPONSIBLE FOR:** None

---

<b>JD Reference No</b>	SS/ETA07/NS
<b>JD Prepared / Amended</b>	JAN 2010
<b>Refers to Estab(s)</b>	

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

<b>EMPLOYEE SPECIFICATION</b>
-------------------------------

**DIRECTORATE:** Children & Young People**SECTION:** All Schools Model**JOB TITLE:** Senior Educational Teaching Assistant (Nursery Support)**GRADE:** 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Previous childcare experience within a nursery setting.	Application form/selection process	A
		1.2	Experience of working with young children with Special Educational Needs.	Application form/selection process	B
		1.3	Experience of implementing individual educational plans.	Application form/selection process	A
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	NNEB Certificate/BTEC National Diploma or equivalent.	Application form/selection process	A
		2.2	Educated to GCSE level or above including Maths and English or able to demonstrate work at this level.	Application form/selection process	A
		2.3	Relevant training and development in an appropriate subject area.	Application form/selection process	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Understanding of child development and aspects of childcare, early education and playwork.	Application Form/Selection process	A
		3.2	Awareness of Health & Safety and Hygiene issues.	Selection process	A
		3.3	Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection process	A
		3.4	Understanding of the Children Act requirements.	Selection process	B

4.	<b>SKILLS AND ABILITIES</b>	4.1	Ability to provide stimulating play activities appropriate to the needs of the children.	Selection Process	A
		4.2	Ability to assess the needs of children with a variety of Special Educational Needs.	Application Form / Selection Process	B
		4.3	Ability to communicate effectively, sympathetically and confidentially at all levels, with colleagues, parents other professionals, and external agencies.	Application Form/Selection Process	A
		4.4	Ability to work as a member of a planning team to contribute to development programmes.	Selection Process	A
		4.5	Ability to work on own initiative and make minor decisions.	Selection Process	A
		4.6	Written communication skills in order to produce reports and update records.	Application Form/Selection Process	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to ongoing personal training and development	Selection Process	A
		5.2	Ability to adapt and be flexible to the needs of the school.	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.

ES Reference No	CS07/NS
ES Prepared/Amended	JUNE21
Refers to Estab(s)	