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SECTION:

ALL SCHOOLS MODEL - ETA



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JOB TITLE:

EDUCATIONAL SUPPORT ASSISTANT



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GRADE:

5



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PURPOSE OF JOB



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To work under supervision, direction and guidance of the Teaching/Senior Staff. Assisting



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the Teacher in the overall delivery of the Curriculum and undertake work/care/support



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programmes to enable access to learning for all pupils and the Teacher in the management



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of pupils in the classroom.



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Work may be carried out in the classroom or outside the main teaching area.



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KEY AREAS



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1. Teaching Support.



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2. Pupil Support.



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3. Curriculum Activities.



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4. General.



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DUTIES & 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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Teacher's 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,



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filing etc.



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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 supervision of educational visits, in



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conjunction with the 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 development as required from



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time to time by the Headteacher or LA, and be involved in ongoing



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development reviews of skills and competencies.



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2. Pupil 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 Headteacher.



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2.5 As required, to deal with the personal care and comfort and necessary minor



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medical treatments of pupils, i.e. toileting and intimate care issues (as per



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school guidance and direction).



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



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recording pupils' progress and attendance at meetings as required.



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2.7 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 contribute in the presentation of pupils' work and maintenance of display



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areas.



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



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resources.



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



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4. General



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



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and actively support the School's/LA's responsibilities towards safeguarding.



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Safeguarding is about keeping people safe and protecting people from harm,



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neglect, abuse and injury. It is about creating safe places, being vigilant and



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doing something about any concerns you might have. It isn't just about the



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very old and the very young, it is about everyone who may be vulnerable.



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



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Alternatively go to:



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



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4.2.1 Carry out your duties with due regard to current and future School's/LA's



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



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



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ongoing performance development and through School communications.



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RESPONSIBLE TO: Headteacher/Class Teacher/Senior Educational Teaching



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Assistant



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RESPONSIBLE FOR: None



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JD Reference No	SS/ETA05
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

