

KIRKLEES COUNCIL

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

SECTION: ALL SCHOOLS MODEL – ETA ‘ADDITIONAL DUTIES’

JOB TITLE: SENIOR EDUCATIONAL TEACHING ASSISTANT 7
(COVER SUPERVISION)

GRADE: 7 (SCP 23-25)

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/students.

To provide practical support for learning, educational activities, developing social skills, integration and for securing pupils/students physical and emotional well being.

To provide short term cover in the absence of the classroom Teacher.

KEY AREAS

1. Teaching and Learning Support
2. Pupil/Student Support/Supervision
3. General

DUTIES AND RESPONSIBILITIES

1. Teaching Learning Support

- 1.1 To undertake short term cover in the absence of the class Teacher administering pre-planned activities to whole classes.
- 1.2 To assist in training new and temporary members of the team, particularly on the behavioural management strategies followed by the teacher.
- 1.3 To provide objective and accurate feedback and reports as required to the teacher on pupil/student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 1.4 To deal with any immediate problems or emergencies in according to the schools policies and procedures.

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- 1.5 To report back as appropriate on the behaviour of pupil/students during the class and any issues arising.

2. Pupil/Student Support/Supervision

- 2.1 In liaison with appropriate staff, to supervise the pupils/students on the school site during mid day break.
- 2.2 To manage the behaviour of pupils/students whilst they are undertaking their work to ensure a constructive environment in support of learning.
- 2.3 To respond to any question from pupils/students about process and procedures.

3. General

- 3.1 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 refer to the Employment page, working for the Council on the Kirklees website under the following link:

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

- 3.2 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: **Headteacher/Class Teacher/ Head of Dept**

RESPONSIBLE FOR: **None**

JD Reference No	SS/ETA07/CS
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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EMPLOYEE SPECIFICATION

SERVICE AREA: Children & Young People Service**SECTION:** All Schools Model**JOB TITLE:** Senior Educational Teaching Assistant (Cover Supervision)**GRADE:** 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of working with children/ young people of primary age.	Application Form/ Selection Process.	A
		1.2	Experience of working in a school environment.	Application Form/ Selection Process	B
		1.3	Experience of working in multicultural setting.	Application Form/ Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level to assist pupils with their work.	Application Form/ Selection Process	A
		2.2	NVQ 3 for Teaching Assistant or equivalent qualification or experience.	Application Form/ Certificates.	A
		2.3	Relevant professional development.	Application form/ Selection Process.	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National Curriculum and other learning programmes/strategies.	Selection Process	B
		3.2	Understanding of child development and learning.	Selection Process	B
		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	Understanding of basic principles of Customer Care.	Selection Process	B

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to contribute to effective use of ICT to support learning.	Application Form/ Selection Process.	A
		4.2	Ability to assist the teacher in planning class activities.	Selection Process	A
		4.3	Ability to relate to children/young people and adults.	Selection Process	A
		4.4	Ability to work as a team member and on own initiative.	Application Form/ Selection Process	A
		4.5	Ability to work with children/ young people exhibiting behavioural difficulties.	Application Form/ Selection Process	B
		4.6	Ability to undertake cover in the absence of the class teacher.	Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practise and awareness of relevant legislation.	Selection Process	B
		5.2	Willing to undertake training and development as required.	Selection Process	A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	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/COV
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	