

# KIRKLEES COUNCIL

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

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**SERVICE AREA:** CHILDREN & YOUNG PEOPLE SERVICE

**SECTION:** ALL SCHOOLS MODEL – ETA

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**POST TITLE:** EDUCATIONAL TEACHING MANAGER 9  
(HLTA -TEACHING)

**GRADE:** 9, (SCP 29-32)

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### **PURPOSE OF POST**

To make an effective contribution to the management and learning of individual, small group and class groups of pupils/students, in relation to your designated/specialist area.

To complement the professional work of teachers by taking responsibilities for agreed learning activities under an agreed system of supervision.

To plan from the teachers framework and to implement a range of purposeful learning activities.

To support the teacher in monitoring and evaluating pupils'/students' progress and achievements using a range of assessments as agreed.

### **KEY AREAS**

1. Teaching and Learning Provision
2. Pupils/Student Support and Supervision
3. Leadership, Development and Supervision of Staff.
4. Curriculum Activities
5. General

### **DUTIES AND RESPONSIBILITIES**

#### **1. Teaching and Learning Provision**

- 1.1 To assist and collaborate with teacher in the short term planning and implementation of a specific curriculum area or areas as designated and to record and monitor pupils/students learning.
- 1.2 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives for the pupils/students designated.
- 1.3 Working in collaboration with the teacher to supervise activities and

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the general management and control of pupils/students in the school.

- 1.4 Working within the framework set by the teacher promote pupils/students learning in a range of classroom settings, including working with individuals, small groups and whole classes, where the assigned teacher is not present.
- 1.5 To be responsible for planning your role and specified activities to reinforce the teacher's lesson aims and objectives, providing feedback to pupils/students and colleagues on learning and behaviour.
- 1.6 To be responsible for ensuring relevant equipment and materials are suitable for the designated learning activities.
- 1.7 To contribute effectively to the research selection and preparation of teaching resources that meet the diversity of pupils/students needs and interests.
- 1.8 To use ICT effectively to support learning activities and develop pupils/students' competence in its use.
- 1.9 To collaborate with the teacher in the planning of opportunities for pupils/students to learn in out-of-school contexts, in accordance with school policies and procedures e.g. after school clubs, school trips.
- 1.10 To participate in relevant training and development/performance management to improve own practice, through observation, reflection, evaluation and discussion with colleagues, as required from time to time by the Head Teacher/LA.

## 2. **Pupils/Student Support and Supervision**

- 2.1 Working within the framework set by the teacher to undertake the delivery of a specific curriculum/aspect to one-one, small group, class of pupils/students using a range of strategies to establish a purposeful learning environment and to promote good behaviour as per school policies.
- 2.2 To promote the support and inclusion of all pupils/students in the learning activities in which they are involved and communicate effectively to support their learning and maintain high expectations of all pupils/students to achieve.
- 2.3 To collaborate with the teacher in monitoring and evaluating pupils/students responses to the learning tasks and modify approaches accordingly.
- 2.4 To monitor and evaluate pupils/students participation and progress through a range of assessment activities and provide constructive support and feedback to pupils/students as they learn and report

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back to the teacher as specified.

- 2.5 To contribute to the maintaining and analysing of pupils'/students' records of progress as specified within the teachers framework.
- 2.6 To organise and manage safely the learning activities, the physical teacher space and resources within the designated area of responsibility.

## 3. **Leadership, Development and Supervision of Staff**

- 3.1 In conjunction with the Class Teacher and/or Head Teacher to assist, as required, in the co-ordination of a team of Teaching Assistants and/or helpers and for ensuring they receive training necessary to undertake duties in accordance with the teaching strategies and procedures of the school.
- 3.2 To be involved in the 'induction' of new/fixed term Educational Teaching Assistants/Educational Support Assistants, with particular reference to school policy and ethos, behaviour management strategies and learning strategies and learning strategies used by particular teachers.
- 3.3 To provide guidance and appropriate leadership to staff relating to specified learning, programmes and performance management, referring complex issues and matters of discipline etc to the Head of Department/Class Teacher/Head Teacher as required.
- 3.4 To consult and attend meetings with the Head of Department/Class Teacher/Head Teacher regarding pupil/student and staffing arrangements as required.

## 4. **Curriculum Activities**

- 4.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 4.2 To contribute to the presentation of pupils'/students' work and maintenance of display areas.
- 4.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 4.4 To attend and contribute to duty related meetings as required. To participate and contribute to team meetings as designed by Head Teacher.

## 5. **General**

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

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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/safeguarding.shtml>

- 5.2** 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.

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**RESPONSIBLE TO:** Headteacher/Head of Department/Class Teacher

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**RESPONSIBLE FOR:** Senior Educational Teaching Assistant, Educational Teaching Assistants and Educational Support Assistants (as indicated by school)

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JD Reference No	SS/ETA09/HLTA
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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