



Breckland School

Job Description

Teaching Assistant

Breckland School is committed to equal opportunities, safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be required.

Accountable to: SENDCo

Main responsibilities and tasks

Support for students

- To support students with Special Educational Needs through the delivery of specific learning programmes and to contribute to setting Education, Health and Care Plans (EHCPs) and Learning Plans
- To support students' learning in the classroom, in small groups and 1-1
- To meet the educational needs of students whilst encouraging their independence
- To encourage pupils to interact and work co-operatively, ensuring all students are engaged in activities.

Support for the teacher

- To follow the teachers' guidance on how to support students within the learning environment
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher
- To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.

Support for the school

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person
- To attend relevant meetings and participate in training opportunities and professional development as required
- To provide support for students' emotional and social needs by encouraging and modelling positive behaviour in line with school policy
- To accompany teaching staff and students on visits, trips and out of school activities as required within contracted hours and to take responsibility for students under the supervision of the teacher
- To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled
- To adhere to school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity.

Support for the curriculum

- To assist in the development of Literacy, Numeracy and ICT skills and support the use of these learning activities as directed by the class teacher.
- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account students' interests, language and cultural backgrounds

Undertake broadly similar duties commensurate with the level of the post as required by the Principal.

Person Specification

Essential Skills Required:

- An ability to build good working relationships with both pupils and adults
- Good organisational skills
- Flexibility and creativity
- Enjoy working with children
- Good literacy and numeracy skills
- Ability to manage groups of pupils and deal with challenging behaviour
- Patience and a sense of humour
- Ability to use ICT including Microsoft Office applications
- ELSA or THRIVE training or the willingness to undertake training