



Teaching Assistant

Job Description

- Location:** Brookfield Community School, Chatsworth Road, Chesterfield
- Salary:** Redhill Academy Trust Pay Scale Band 7 Points 32-36
£22,094 to £23,923 per annum (pay award pending)
- Contract:** 32.5 hours per week – permanent/term time only – 39 weeks per year
- Required:** Post 1 – as soon as possible
Post 2 - September 2026
- Responsible to:** Associate Assistant Headteacher/SENCO

Job Purpose

Brookfield Community School is committed to providing a supportive, inclusive learning environment where all students can thrive. The Teaching Assistant – SEND will play a key role in supporting students with Special Educational Needs and Disabilities (SEND) to access learning, develop independence, and make progress across the secondary curriculum.

The post holder will work under the guidance of teaching staff and the SENCo, providing targeted in-class support, small-group interventions, and one-to-one support where required.

Key Responsibilities

Support for Students with SEND

- Provide effective support for students with a range of SEND, including communication and interaction needs, cognition and learning difficulties, SEMH needs, and physical or sensory needs.
- Support students in lessons to access learning by clarifying instructions, adapting activities, and reinforcing teaching points as directed.
- Deliver targeted interventions and support programmes under the direction of the SENCo or teaching staff.
- Support the implementation of **EHCPs**, SEN Support Plans, and individual targets, ensuring agreed strategies are followed consistently.
- Promote independence, resilience, and positive attitudes to learning while maintaining high

expectations for behaviour and engagement.

- Provide appropriate support during transitions, unstructured times, or alternative provision activities where required.
- Assist with personal assistance/care, where needed, including toileting and physio.

Classroom Support

- Work collaboratively with teachers to support inclusive teaching and learning across a range of subjects.
- Prepare and adapt learning resources to meet individual student needs.
- Observe, monitor, and provide feedback on student progress, engagement, and wellbeing.
- Encourage students to develop organisational skills, independence, and self-confidence.

Behaviour, Safeguarding and Welfare

- Support students' social, emotional, and behavioural development using agreed school strategies.
- Contribute to a calm, safe, and purposeful learning environment.
- Uphold Brookfield Community School's safeguarding policies and procedures at all times.
- Support students with personal care, medical, or mobility needs where required and appropriately trained.

Communication and Record Keeping

- Maintain accurate records of support provided and student progress in line with school procedures.
- Contribute to review meetings, planning discussions, and annual reviews where appropriate.
- Work effectively with colleagues, pastoral staff, external professionals, and parents/carers as directed.

Professional Responsibilities

- Work within the school's policies, including SEND, behaviour, safeguarding, health and safety, and data protection.
- Participate in training, professional development, and performance management activities.
- Support the wider life of Brookfield Community School and undertake other reasonable duties appropriate to the role.

Person Specification

Essential

- GCSEs (or equivalent) in English and Maths at Grade 4/C or above.
- Experience of working with children or young people, ideally in an educational setting.
- An understanding of the needs of students with SEND and barriers to learning in a secondary school environment.

- Ability to work effectively as part of a team and follow professional guidance.
- Good communication and interpersonal skills.
- A patient, flexible, and inclusive approach with a commitment to supporting all learners.

Desirable

- Experience of working in a secondary school.
- Experience supporting students with ASD, ADHD, SEMH, or learning difficulties.
- Relevant SEND or education-related qualifications or training.
- Knowledge of EHCPs and SEN Support processes.

Safeguarding Statement

Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS checks and satisfactory references.