

The Brakenhale School Job Description

Job Title	Teaching Assistant & Lunchtime Controller
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Salary	Grade K
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Aim and main purpose of the job

To work with individuals and groups under the direction of the SENco and teaching staff to support the learning of students with additional needs.

Accountabilities:

1. To contribute to planning and evaluation of lessons within a framework set by the SENco
2. To work alongside teachers in the classroom to deliver learning to support the academic achievement of all pupils
3. To support students during transition periods
4. To provide feedback to pupils, the SENco and the class teachers
5. Assist the teacher with preparing materials for the class and clearing up the resources at the end of the class, maintaining a safe working environment
6. To support the pupils to understand instructions and develop independent learning skills
7. To work in line with the behaviour for learning policy
8. To support students with their social, emotional well-being and reporting concerns where appropriate
9. To assist in responding to low level safeguarding concerns
10. To support the SENco in the identification of the needs of students on the SEN register
11. Record basic student data
12. Assist with break and lunch time supervision as required
13. To complete required training
14. To follow all Health & Safety, safeguarding and GDPR requirements
15. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
16. To carry out tasks as reasonably required by the Headteacher.

Details of Line Management

- The post holder is line managed by the SENCO

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.