

**JOB DESCRIPTION – Primary Teaching Assistant**

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| Job title | **Teaching Assistant** |
| Grade | **Grade 3 (Points 9 - 22)** |
| Responsible to | **Principal and Senior Leadership Team** |
| Responsible for | **The learning of students, their well-being and their annual achievement in the Acorn Room** |
| Effective from | **January 2025** |

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| **SUMMIT LEARNING TRUST Mission Statement**Success through endeavourAmbition through challengeStrength through diversity |

**Role Purpose:**

To work under the instruction/guidance of senior/teaching staff and the SENDCo to support the delivery of quality learning, teaching and assessment to support allocated SEND children.

**Main Duties and Responsibilities:**

* To ensure that all policies implemented by the school are actively upheld and promoted at all times.
* To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils’ development and maintain the overall ethos and vision of the school.
* To adopt relevant strategies to increase achievement of pupils who have with special educational needs and disabilities (SEND)
* To support with the monitoring, recording and reporting of pupil progress to support with the attainment of all pupils.
* To support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
* To support in the delivery of learning, ensuring that high levels of behaviour and engagement are upheld.
* To draw upon professional learning undertaken as the basis upon which to select, and plan effective strategies and interventions
* To contribute to pupil reviews, including the gathering of appropriate views, data and reports
* To understand the range factors that can adversely affect a pupils social, emotional and personal development and know how to appropriately intervene and escalate to external agencies
* To use the engagement model tool to develop and assess learners skills and knowledge (exploration, realisation, anticipation, persistence and initiation)
* To use pupil-centered approaches that focus on abilities rather than disabilities
* To promote and foster language and communication

## General Duties

* To undertake appropriate professional development including adhering to the principle of performance management.
* Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
* Carry out the duties and responsibilities of the post in compliance with the school’s policies and procedures.
* Support the aims and ethos of the school.

**Fulfil wider professional responsibilities:**

* make a positive contribution to the wider life and ethos of the school
* develop effective and constructive professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* Attend meetings as requested.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |