

**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 all teaching groups and coaching groups** |
| Effective from | **March 2024** |

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| **SUMMIT LEARNING TRUST Mission Statement**  Success through endeavour  Ambition through challenge  Strength through diversity |

**Role Purpose:**

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning, teaching and assessment to help raise standards of achievement for all children.

**Main Duties and Responsibilities:**

* Duties at breaks/lunch/clubs
* Supporting teaching, learning and assessment across the EYFS/ Primary curriculum.
* Planning, delivering and assessing phonics sessions.
* Delivering intervention programmes across the EYFS/ Primary
* Assisting with EYFS/Primary planning and assessments.
* Assisting in the delivery and monitoring of educational health care plans (EHCP).
* Forming positive relationships with children who may have behavioural and/or learning difficulties. Work with teaching staff to foster links between home and school by assisting in creating greater communication between children, parents and staff.
* Participate in documenting pupil records and progress (Profiles, Annual Reviews, Target Setting).
* Maximising the progress and achievements for all students including those with special educational needs, English as a second language and high achievers.
* Work with small groups and on a 1:1 basis with children as well as supporting within lessons.
* Undertake the variety of tasks which spontaneously arise, while responding to the individual needs of the child/children.
* Create corridor and classroom displays.
* Take a full and active part in the life of the school including participation in working groups and appropriate inset training.
* Teaching assistants are required to work on training days
* Any other duties as deemed necessary by the Principal or Senior Leadership Team.

## General Duties

* Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
* Work in accordance with all of the school’s policies and procedures.

**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: |  |