**Job Description – Teaching Assistant**

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| Job title | **Teaching Assistant** |
| Grade | **Grade 3 (Points 9 - 22)** |
| Responsible to | **SENCO** |
| Effective from | **April 2022** |

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| **Summit Learning Trust Mission Statement**  Strength through diversity  Ambition through challenge  Excellence through curiosity |

**Role Purpose:**

* Provide high quality Teaching support as part of the school Inclusion team.
* Work flexibly on a variety of tasks according to the school’s needs,and undertake tasks or duties that may not be covered in this job description.
* Contribute to improved attainment and progress of all our students.
* Support school policies, routines, codes of conduct and the ethos of the school.

**Main Duties and Responsibilities:**

* Create and maintain a positive, orderly, well managed and stimulating environment contributing to the maintenance of high standards of uniform, punctuality and behaviour.  Use the school’s rewards and sanctions process effectively.
* Play a full part in the life of the school community, to support its distinctive aims and ethos and encourage staff and student to follow this example.
* Develop professional relationships with students and colleagues leading to excellent provision and outcomes for all.
* Be responsible for assisting with and monitoring the welfare, care and safety of students.
* Be responsible for reporting inappropriate student behaviour while on site to relevant staff, dealing with incidents if able, appropriate and necessary.
* Enthuse, motivate and encourage all students to develop and achieve.
* To note, share and celebrate student achievement.
* Undertake 30 minutes of timetabled duty of student supervision once a week.
* Positively support Child Protection procedures and ensure child protection strategies are used when necessary.
* Develop and maintain working relationships with other professionals understanding the roles and responsibilities of others within the school.
* Participate in staff briefings, staff meetings and whole school meetings as appropriate.
* Participate in whole school training, including INSET days.
* Work flexibly to support the school’s needs, this may include the need to work beyond the confines of the normal working day.
* Work outside the immediate role and team as necessary to ensure the smooth running of the school, including exam access provision.
* Adhere to and promote all school policies.
* Participate in the school’s programme for Annual Appraisal.
* Promote the care and maintenance of the school’s resources and premises.

**Specific job role duties:**

* Duties at breaks/lunch/HW or intervention clubs.
* Support teaching, learning and assessment across the curriculum.
* Plan, deliver and assess intervention programmes to support SEND students.
* Assist the SENCO with individual assessments
* Assist in the delivery and monitoring of provision within educational health care plans (EHCP).
* Form positive relationships with students who may have behavioural and/or learning difficulties.
* Work in collaborative partnership with teaching staff to foster links between home and school.
* Assist in promoting positive stakeholder partnerships between pupils, parents and staff.
* Participate in documenting pupil records relating to progress (One page profiles, Annual Reviews, Target Setting).
* Maximise the progress and achievements for **all** students including those with Special Educational Needs and Disabilities.
* Work with small groups of SEND students on specific interventions as well as supporting within lessons.
* Undertake the variety of tasks which spontaneously arise, while responding to the individual needs of the child/children.
* Attend professional development and training, disseminating information and training others as appropriate.
* Any other duties as deemed necessary by the Principal or Senior Leadership Group.

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: |  |