

## JOB DESCRIPTION – Primary Teaching Assistant

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|-----------------|---------------------------------------------------------------------------------------------------------------------------|
| Job title       | <b>Teaching Assistant</b>                                                                                                 |
| Grade           | <b>Grade 3 (Points 9 - 22)</b>                                                                                            |
| Responsible to  | <b>Principal and Senior Leadership Team</b>                                                                               |
| Responsible for | <b>The learning of students, their well-being and their annual achievement in all teaching groups and coaching groups</b> |
| Effective from  | <b>ASAP</b>                                                                                                               |

### **SUMMIT LEARNING TRUST Mission Statement**

Strength through diversity  
Ambition through challenge  
Success through endeavour

### **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:                                    |  |