



Yarnfield Primary School  
SUMMIT LEARNING TRUST

## JOB DESCRIPTION – Primary Teaching Assistant

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>September 2024</b>

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

Strength through Endeavour  
Ambition through Challenge  
Excellence through Diversity

### **Job Purpose:**

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

### **Main Duties and Responsibilities:**

- Supervise learners out of class time including before and after school and at breaks, lunch and clubs
- Supporting teaching, learning and assessment across the Primary curriculum including EYFS.
- Delivering intervention programmes across the EYFS/ Primary phases
- Assisting with EYFS/Primary planning and assessments.
- Assisting in the delivery and monitoring of educational health care plans (EHCP).
- Forming positive relationships with learners who may have behavioural and/or learning difficulties. Work with teaching colleagues to foster links between home and school by assisting in creating greater communication between learners, parents and colleagues.
- Participate in documenting learner records and progress (Profiles, Annual Reviews, Target Setting).
- Maximising the progress and achievements for all learners including those with special educational needs, English as a second language and high achievers.
- Support planning, delivering and assessing of bespoke curriculums to meet the needs of learners with SEND.

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- Work with small groups and on a 1:1 basis with learners as well as supporting within lessons.
- Undertake the variety of tasks which spontaneously arise, while responding to the individual needs of the learners.
- Create corridor and classroom displays.
- Prepare the classroom as directed for lessons including preparing resources as required
- Take a full and active part in the life of the academy including participation in working groups and appropriate INSET training.
- Accompanying teaching colleagues on visits, trips and out of school activities as required

**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 Academy’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.

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