

Job Description – Teaching Assistant

Job title	Teaching Assistant
Grade	Support Band C
Responsible to	SENCO
Effective from	September 2022

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.

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

We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.



The Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All appointments will be subject to an enhanced DBS check, including a Children's barred list check