

Job Description – Teaching Assistant

Job title	Teaching Assistant
Grade	GR3
Responsible to	SENCO
Responsible for	The learning of students, their well-being and their annual achievement in all teaching groups and coaching groups
Effective from	1st September 2021

Summit Learning Trust Mission Statement

Strength through diversity
Ambition through challenge
Excellence through curiosity

Job Purpose:

To work under the instruction/guidance of the SENDCO, senior leadership team and in collaboration with teaching staff to support the delivery of quality learning, teaching and assessment to help raise standards of achievement for all students.

General responsibilities and duties:

- Supporting teaching, learning and assessment across the curriculum.
- Duties at breaks/lunch/clubs/taxis.
- Delivering intervention programmes and monitoring the impact of these.
- Assisting with the planning of and administration of assessments.
- Assisting in the delivery and monitoring of educational health care plans (EHCP).
- Forming positive relationships with students who may have a range of difficulties.
- Working in collaborative partnership with teaching staff to foster links between home and school.
- Assisting in creating greater communication between students, parents and staff.
- Participating in documenting student records and progress (One page profiles, Annual Reviews, Target Setting).
- Maximising the progress and achievements for all students including those with Special Educational Needs and Disabilities.
- Working with small groups and on a 1:1 basis with students as well as supporting within lessons.
- Undertaking the variety of tasks which spontaneously arise, while responding to the individual needs of the student(s).

- Taking a full and active part in the life of the school including participation in working groups and appropriate in-service training.
- Assisting with the implementation of exam access arrangements.
- Facilitating and promoting student independence, rights respecting citizenship and peer collaboration.
- Teaching assistants are required to work on training days
- Any other duties as deemed necessary by the Principal or Senior Leadership Team.

General Duties

- The expectations of all Ninestiles An Academy staff are:
- To act professionally at all times;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- To promote the school's corporate policies,
- To be flexible and adaptable.
- To adhere to the ethos of the trust.

Safeguarding

- Ninestiles An Academy School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- 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 welcome applications regardless of age, gender, ethnicity or religion. The school is committed to safeguarding and promoting the welfare of our students and we expect all applicants to share this commitment. Appointments will be subject to an enhanced DBS disclosure with barred list check.