The Oaklands Primary School
SUMMIT LEARNING TRUST

JOB DESCRIPTION – Primary Teaching Assistant

Job title	**Teaching Assistant**
Grade	**Grade 3 (Points 9 - 22)**
Responsible to	**Principal and Senior Leadership Team**
Responsible for	**The learning of students, their well-being and their annual achievement in all teaching groups and coaching groups**
Effective from	**September 2021**

SUMMIT LEARNING TRUST Mission Statement
Strength through diversity
Ambition through challenge
Excellence through curiosity

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.

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