

## 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 2026</b>

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

Success through endeavour  
Ambition through challenge  
Strength through diversity

### **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:**

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To support teaching and learning and assessment across the allocated classroom(s).
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.
- To adopt relevant strategies to increase achievement of pupils who have with special educational needs and disabilities (SEND)
- To support with the monitoring, recording and reporting of pupil progress to support with the attainment of all pupils.
- To support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- To support in the delivery of learning, ensuring that high levels of behaviour and engagement are upheld.
- To draw upon professional learning undertaken as the basis upon which to select, and plan effective strategies and interventions
- To contribute to pupil reviews, including the gathering of appropriate views, data and reports
- To understand the range factors that can adversely affect a pupils social, emotional and personal development and know how to appropriately intervene and escalate to external agencies

**General Duties**

- To undertake appropriate professional development including adhering to the principle of performance management.
- Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
- Carry out the duties and responsibilities of the post in compliance with the school's policies and procedures.
- Support the aims and ethos of the school.

**Fulfil wider professional responsibilities:**

- make a positive contribution to the wider life and ethos of the school
- develop effective and constructive professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Attend meetings as requested.

**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:	