



JOB DESCRIPTION – High Needs Teaching Assistant (Pupil-Specific)

Job Title	High Needs Teaching Assistant (Pupil-Specific)
Grade	Band C
Responsible to	SENDCO
Responsible for	Deliver personalised support for a learner with an Education, Health and Care Plan (EHCP), adapting curriculum and strategies to meet individual needs.
Effective from	April 2026

SUMMIT LEARNING TRUST Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

Role Purpose:

- Plan and deliver a personalised curriculum for a learner with an Education, Health and Care Plan (EHCP), to meet individual needs.
- Provide personal support, adapting strategies to meet individual needs.
- Work collaboratively with teachers, pastoral teams, families, and external professionals to ensure cohesive and consistent support.
- Promote inclusion and belonging, balancing individual support with classroom opportunities and wider school activities.
- Implement effective strategies relevant to the learner's Down's Syndrome profile, adjusted to their individual needs.
- Implement strategies relevant to the learner's Down syndrome profile, using trauma informed approaches and Augmentative and Alternative Communication (AAC) where appropriate.
- Maintain clear and consistent records.
- Support attendance, safeguarding and wellbeing in line with school policies and Keeping Children Safe in Education (KCSIE) guidance.

Main Duties and Responsibilities:

- To provide a nurturing, solution-focused approach, to support the holistic development of the pupil, with a practical awareness of Down's Syndrome and trauma informed practice.

- Adapt teaching and learning strategies, resources, and environments to meet individual needs; contribute to curriculum modification and personalised learning plans.
- To underpin daily practice with support for wider staff to engage the pupil in all contexts in and beyond class, and out in the community.
- To lead on the planning and delivery of a motivating and engaging curriculum relevant to the pupil's needs.
- Provide support with:
 - Modification of the curriculum,
 - Individualised learning plans,
 - Teaching strategies
- Maintain a consistent evidence base of work and progress across the curriculum
- Support and challenge the ongoing development of key skills for the pupil, as reflected in the EHCP and in a wider context of individualised development.
- Lead on assessment, recoding and reporting for the pupil
- Balance 1 to 1 individualised work with class-based activities to ensure the pupil can integrate into school life and daily classroom practices, building a sense of belonging.
- Implement effective strategies and support the monitoring and assessment of the pupil using the information gained to inform practice.
- Maintain or contribute to appropriate record keeping including:
 - Individual Pupil records and plans
 - Records of involvement/guidance given
 - Records of assessments/observations
 - Records of meetings and joint working with professionals and families
- Support the integration of the pupil within their class base whilst supporting any higher-level needs or bespoke programmes and provision out of class where required.
- Work collaboratively with the family, other professionals and organisations using a person centred, team around the child approach.
- Maintain and develop up to date knowledge of good practice in education, particularly in relation to Special Educational Needs and Disabilities (SEND), Down's Syndrome and any wider pupil specific needs.
- Adhere to existing working practices, methods, procedures, undertaking relevant training and development activities and responding positively to new and alternative systems.
- Contribute to training and coaching for school staff and other professionals, on the educational implications of complex needs
- To support and develop the skills and knowledge of teaching assistants and teachers to allow the pupil to integrate into school life and a classroom community.
- Undertake any reasonable additional duties commensurate to the role, as assigned by the Headteacher
- Support the school wide team to be fully inclusive of needs, promoting equity, diversity, inclusion and belonging in all areas of work.
- Work proactively to support the health and wellbeing of all pupils and colleagues.

General Duties

- Participate in whole academy training, including INSET days.
- Work flexibly to support the academy'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 academy, including exam access provision.
- Adhere to and promote all academy policies.
- Participate in the academy's programme for Annual Appraisal.
- Promote the care and maintenance of the academy's resources and premises.
- Duties at breaks/lunch/HW or intervention clubs.
- Support teaching, learning and assessment across the curriculum.
- Assist the SENCO with individual assessments
- Assist in the delivery and monitoring of provision within educational health care plans (EHCP).
- Form positive relationships with learners who may have behavioural and/or learning difficulties.
- Work in collaborative partnership with teaching colleagues to foster links between home and school.
- Assist in promoting positive stakeholder partnerships between learners, parents and colleagues.
- Participate in documenting pupil records relating to progress (One-page profiles, Annual Reviews, Target Setting).
- Maximise the progress and achievements for all learners including those with Special Educational Needs and Disabilities.
- 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 Head of School or Senior Leadership Group.

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:	

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 colleagues to share this commitment. All appointments will be subject to an enhanced DBS check, including a Children's barred list check