

JOB DESCRIPTION – Primary Teaching Assistant

Job title	Teaching Assistant
Grade	Support Staff Scale Band C (Point 4-14)
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	January 2026

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:

- 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:	