

Job Description – Teaching Assistant – Level 3

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| Job title | Teaching Assistant – Level 3 |
| Grade | GR3 |
| Responsible to | SENCO |
| Responsible for | The learning of learners, their well-being and their annual achievement in all teaching groups and coaching groups |
| Effective from | Sept 25 |

Summit Learning Trust Mission Statement

Success through endeavour
Ambition through challenge
Strength through diversity

Job Purpose:

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

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 learners who may have a range of difficulties.
- Must be prepared to train for, or be experienced in delivering, intimate care plans.
- Working in collaborative partnership with teaching colleagues to foster links between home and academy.
- Assisting in creating greater communication between learners, parents and colleagues.
- Participating in documenting student records and progress (One page profiles, Annual Reviews, Target Setting).
- Maximising the progress and achievements for all learners including those with Special Educational Needs and Disabilities.
- Working with small groups and on a 1:1 basis with learners 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 academy 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 colleagues are:
- To act professionally at all times;
- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage colleagues and learners to follow this example;
- To promote the academy's corporate policies,
- To be flexible and adaptable.
- To adhere to the ethos of the trust.

Safeguarding

- Ninestiles An Academy 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 academy.
- 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.

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| 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 staff to share this commitment. All appointments will be subject to an enhanced DBS check, including a Children's barred list check. Online searches of shortlisted candidates will also be conducted.