

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 allocated pupils, their well-being and their annual achievement.
Effective from	November 2025

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 and the SENDCo to support the delivery of quality learning, teaching and assessment to support the class teacher and allocated SEND children.

Main Duties and Responsibilities:

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- 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
- To use the engagement model tool to develop and assess learners skills and knowledge (exploration, realisation, anticipation, persistence and initiation)

- To use pupil-centered approaches that focus on abilities rather than disabilities
- To promote and foster language and communication

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:	