



JOB DESCRIPTION

Job title	Teaching Assistant Level 2
Grade	Grade 2 (3-8)
Responsible to	Principal and Senior Leadership Team
Responsible for	N/A

Summit Learning Trust Mission Statement

Strength through Endeavour
Ambition through Challenge
Excellence 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 attainment for all learners.

Key responsibilities:

- Support teaching and learning activities under the direction of the class teacher
- Work with individuals or small groups of pupils to reinforce learning
- Help create a positive, safe, and inclusive classroom environment
- Support pupils with a range of learning, behavioural, or emotional needs
- Assist in managing pupil behaviour in line with school policies
- Help prepare and organise classroom resources and materials
- Supervise pupils during break times, lunchtimes, and before/after school where required
- Support pupils in developing independence and confidence in their learning
- Assist with the implementation of support plans (e.g. EHCPs) under guidance
- Provide feedback to teachers on pupil progress and behaviour
- Support communication between school and home when required
- Assist with basic record keeping as directed by the teacher
- Be flexible and respond to the day-to-day needs of pupils and the school

Data Protection and Safeguarding

- Work within the requirements of GDPR at all times
- Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all learners are protected from potential harm

General

- 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. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
- Take part in professional development and the performance management process.

- The post-holder will be expected to undertake any appropriate training provided by our Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance> '
- The job description 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:	Name & Job Title
Date:	