

## JOB PROFILE

### #RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

<b>Job Title:</b>	Higher Level Teaching Assistant (HLTA)	<b>School/Department:</b>	Templenewsam Halton Primary
<b>Salary Grade:</b>	S01 SCP 23-25	<b>Working Hours:</b>	Full time, 37 hours per week
<b>Contract Type:</b>	Fixed Term, Term Time only + Training Days	<b>Location:</b>	Leeds

**Responsible to: Headteacher**

#### Role summary:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To advance students' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present. This may involve planning, preparing and delivering learning activities, as well as monitoring students, assessing, marking, recording and reporting on students' achievement, progress and development. Responsible for the management and development of responsibilities within the school and/or management of other teaching assistants including the allocation and monitoring of work, appraisal and training.

**Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment. All applicants will be required to complete a DBS check prior to appointment.**

#### Special conditions of service:

No smoking policy, including e-cigarettes. Requirement to occasionally work outside of school hours and off school premises as required by the school.



### **Role specific responsibilities:**

- To work with the teacher to establish an appropriate learning environment. Support the learning process for pupils including directing other appropriate staff e.g. teaching assistants, students and volunteers who may be working in class with you.
- Within an agreed system of supervision, plan and deliver teaching activities using appropriate learning objectives, including class cover when needed.
- To monitor, evaluate and adjust lessons/work plans as appropriate, according to student responses/needs.
- Provide objective accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Organise and manage appropriate learning environment and resources.
- Use ICT to advance students' learning, use common ICT tools for own and students' learning.
- Work with the School's agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- As required assist with administrative support e.g. dealing with correspondence, compilation/analysis, reporting on attendance, making phone calls etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Communicate effectively and establish constructive relationships with all children, parents, families, carers, external agencies and other professionals. Understand that communication is a two-way street.
- Participate in the marking of students' work and accurately record achievement/ progress.
- Provide advice and guidance as required and appropriate.
- Observe a child's behaviour, understand its context and notice any unexpected changes – to ensure continued delivery of the highest quality teaching, safeguarding and welfare practices. Using observations to assist the teacher in planning teaching and learning.
- Participate in the recruitment/induction/appraisal/training/mentoring of other support staff working across the school.
- When required, with agreement from the teacher, lead the work of the team of Teaching Assistants.
- Assisting with play activities and occasional lunch time supervision.
- To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and data protection - reporting concerns to an appropriate or designated person.
- Providing, with appropriate guidance and supervision limits, educational, emotional and physical support to pupils.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support all children, including those with disabilities or special educational needs through the provision of care and encouragement to the pupil at all times.
- Where appropriate, to liaise sensitively and effectively with parents/carers within your role/responsibility and participate in feedback sessions/meetings with parents, where requested.
- Support school staff with the preparation of materials, resources, displays including undertaking clerical duties.
- To be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school, in accordance with your role and the direction of the Headteacher.
- To undertake supervision of pupils sitting internal and external examinations, as required, ensuring all examinations comply with current Exam Board Regulations.
- Participate in the schools' performance management scheme.
- Willingness to be involved in extra-curricular activities such as making a contribution to after-school clubs or organised school events and visits.

### **RK People responsibilities:**

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times



The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



### Our Trust Values



**Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



**Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



**Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

### Our Trust Goals



**We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



**We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.



**We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.



**We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



**We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

### PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to relate well to, and work positively and effectively with, children and young people	*	
Has a passion for education and an active interest in children's learning and play	*	
Ability to challenge and motivate pupils, promote and reinforce self-esteem	*	
Ability to adopt confidentiality, discretion and judgement, communicating effectively with staff, students and parents	*	
Ability to manage pupil behaviour in a supportive and effective manner and understanding of individual children and young people's needs	*	
Ability to work constructively as part of a team, understanding roles and responsibilities and own position within these	*	
Self-motivated and hard-working colleague with the ability to maintain effective working relationships	*	



Able to communicate effectively using both written and verbal communication skills	*	
Willingness to be flexible and work to meet the best interests of the school, including working across the whole primary age range	*	
Ability to use creativity to problem solve	*	
Committed to safeguarding and inclusion	*	
Willingness to participate in training, learning activities and performance development as required	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
HLTA Qualification (or working towards)	*	
Teaching Assistant L3 Qualification	*	
GCSE grade C or equivalent in English and Mathematics	*	
Competent IT skills	*	
Experience of working successfully with children and young people and with a wide range of Special Educational Needs, either in a paid or voluntary position	*	
Experience / knowledge in general subject matters such as English, Maths, Art, Music, Science and Sport	*	
Experience of leading whole-class sessions (required for HLTA level) and delivering evidenced based interventions and accelerated learning	*	
Working knowledge of a child's development and learning processes, understanding that all children have differing needs and knowledge of how to apply inclusive practice	*	
Knowledge of behaviour management techniques & child protection / health and safety policies & legislation	*	
Working knowledge of relevant policies, codes of practice, and legislation		*
Working knowledge of national curriculum and other relevant learning programmes/strategies	*	
Understanding of SEND and strategies to support diverse learners		*
Understanding the importance of exercising confidentiality and judgement within this role and how it relates to a school setting	*	
Current first aid qualification or willingness to undertake training	*	
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

