

ROLE 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



*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.

Job Title:	Teaching Assistant	School:	Rossett School
Salary Grade:	Band 5 SCP 4-6	Working Hours:	Part-time, 27 hours per week. Monday-Friday
Contract Type:	Permanent, Term time + Training Days	Location:	Harrogate

Responsible to: Headteacher

Role summary:

- To work under the direct instruction of the SENDCo/teaching staff, usually within the classroom or other learning areas, to support access to learning for students.
- To assist teaching/senior staff in the management of students.
- To work under the guidance of the SENDCo to implement agreed work programmes with individuals/groups to support access to learning for students.
- To provide assistance for the faculty where necessary.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Teaching & Learning

- Assist in the educational and social development of students under the direction and guidance of the SENDCo and class teachers.
- Support students consistently both inside and outside the classroom to enable them to fully participate in activities.
- Work with the teacher to establish and maintain an appropriate learning environment.
- Assist in the implementation of Individual Provision Maps for students and help monitor and evaluate their progress.
- Under the direction of the teacher, work with small groups of students and take responsibility for their learning including planning, evaluating and adjusting lessons/work plans as appropriate.
- Establish constructive relationships with students and interact with them according to individual needs.



- Support the paired reading programme during form time.
- Promote the inclusion and acceptance of all students.
- Be aware of students' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carers.
- Support students with emotional or behavioural problems and help develop their social skills.
- Encourage students to interact with others and engage in activities led by the teacher.
- Provide feedback to students in relation to progress and achievement.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with school policy and encourage students to take responsibility for their own behaviour.
- Provide support to students for whom English is an additional language.
- Promote independence and employ strategies to recognise and reward achievement.
- Assist teaching staff with maintaining student records and tasks within the school's assessment procedures.
- Provide exam access services for identified students sitting internal and external examinations as required.
- Determine the need for, prepare and maintain general and specialist equipment and resources as appropriate.
- Support teaching staff with administrative tasks to support teaching and prepare and present displays of students' work.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Recognise own strengths and areas of specialist expertise and use these to advise and support others.
- Attend team and staff meetings as required and be a proactive member of the school and faculty team.

Other duties and responsibilities

- Accompanying students on educational visits and out of school activities.
- Exam invigilation.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and the school's performance appraisal process.

RK People responsibilities:

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

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 etc., 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 role 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 work flexibly and collaboratively as part of a team as well as on own	*	
Hard working, well-motivated, positive	*	
Excellent attendance and punctuality record	*	
Ability to use own initiative and have a flexible approach	*	
Ability to cope with stressful situations	*	
Ability to deal with sensitive information in a confidential manner	*	
Empathy towards young people facing barriers to their learning	*	
Ability to provide a good role model for young people	*	
Excellent communication skills and ability to work in partnership with students, parents, staff and outside agencies	*	
Good organisational/administrative skills	*	
Enthusiasm and commitment to aims/objectives of the school	*	
Willingness to participate in wider school activities	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Full commitment to participating in development and training opportunities	*	
GCSE (or equivalent) Maths and English at Level 2 (Grade C/4 or above)	*	
A levels or Degree level qualification		*
Completion of DfES Teaching Assistant Induction Programme		*
Relevant first aid qualifications		*
Working with or caring for children of relevant age	*	
Working with or caring for children with additional needs, including medical needs and Special Educational Needs and Disabilities		*



Working with students with Autism Diagnosis		*
Understanding the principles of child development, learning and behaviour: this includes how to support children in overcoming potential barriers to learning	*	
Understanding classroom roles and responsibilities and your own position within these	*	
Awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection		*
Understanding of behaviour management strategies		*
Appropriate knowledge of first aid		*
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
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	*	

