



Teaching Assistant (SEND) and MSA

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all colleagues and volunteers to share this commitment. Appointments will be subject to an advanced DBS disclosure.

Red Kite Learning Trust is an equal opportunities employer and welcomes applications from people of all backgrounds. We are committed to building a diverse workforce that reflects the communities we serve and to fostering a positive, inclusive culture that promotes equality, colleague wellbeing and professional development.

Role Summary

This is a key role in supporting children and young people with Special Educational Needs and Disabilities (SEND) to develop the skills, confidence and independence needed to achieve their full potential. Working under the direction of teaching and senior staff, the Teaching Assistant will provide high-quality support to help pupils access learning, engage in the curriculum and make progress.

The role involves working closely with colleagues to create a positive, inclusive and supportive environment, helping to remove barriers to learning and promote pupils' academic, social and emotional development. This role also includes 3.75 hours per week of Midday Supervisor Assistant duties, supporting pupils' wellbeing, safety and positive behaviour during lunchtime.

The role requires flexibility, adaptability and a collaborative approach. Duties not specifically listed within this profile may be required where they are consistent with the general purpose, grade and responsibilities of the role.

Flexible Working: Red Kite Learning Trust recognises the importance of achieving a healthy work-life balance and is committed to supporting flexible working where possible. We welcome conversations about flexible working arrangements throughout the recruitment process. While the requirements of individual roles and service needs will be considered, requests will be reviewed fairly and on an individual basis to support both colleagues and our Trust.

Role Profile

Professional Conduct and Standards

- Carry out the responsibilities of a Teaching Assistant (SEND) and Midday Supervisory Assistant in line with professional standards.
- Maintain high standards of behaviour, professionalism and integrity, helping to build trust in education both within school and in the wider community.
- Support and uphold the school's values, policies and ways of working.
- Understand and follow the legal and professional responsibilities that apply to the role.

Supporting Teaching and Learning

- Use effective strategies, under the direction of the class teacher, to support pupils' learning, engagement and progress.
- Adapt learning activities, materials and resources to help pupils access learning and achieve their individual goals.
- Support the delivery of planned learning activities across the curriculum.
- Use ICT and other resources to support learning.
- Observe and record pupils' progress, participation and support needs, sharing relevant information with the class teacher.
- Deliver learning activities, interventions and personalised programmes as directed by the class teacher.
- Encourage pupils to develop confidence, independence and self-help skills.
- Contribute to the planning and adaptation of support strategies and interventions.
- Provide accurate feedback on pupils' learning and progress.



- Review the impact of support provided and share observations with the class teacher.

Inclusion and Pupil Support

- Support all pupils to participate in learning, social and enrichment activities.
- Apply behaviour support strategies consistently and in line with school policies and individual support plans.
- Help maintain a safe, calm, positive and structured learning environment.
- Provide appropriate support for pupils with SEND and those with social, emotional, behavioural or pastoral needs.
- Contribute to the implementation and review of individual support plans, behaviour plans and pastoral strategies.
- Classroom Organisation
- Prepare and organise learning spaces, resources and equipment to support teaching and learning.
- Supervise individuals, small groups or classes when required and in accordance with school procedures.
- Carry out additional duties reasonably assigned by the class teacher or line manager.
- Adapt resources and classroom arrangements to support pupils' access to learning.
- Share knowledge and practical support with colleagues where appropriate.

Communication and Collaboration

- Communicate clearly and professionally with colleagues, parents, carers and other professionals.
- Contribute to meetings by providing accurate information about pupils' progress, strengths and support needs.
- Share relevant information with the class teacher and other appropriate professionals to support pupil outcomes.
- Support communication with parents, carers and external agencies as directed by the class teacher.
- Contribute to reviews and multi-agency meetings by providing information about pupil progress and identified needs.

Midday Supervision Duties

- Supervise pupils during lunch and break times, ensuring their safety and wellbeing.
- Promote positive behaviour and social interaction in line with school policies.
- Support pupils, including those with additional needs, to access lunchtime activities.
- Respond appropriately to accidents, incidents and concerns, reporting these in line with school procedures.
- Contribute to a safe, inclusive and positive lunchtime environment.

Duties specific to this school setting

- Not applicable

Trust-wide Responsibilities

- Contribute to the **mission, values and goals** of Red Kite Learning Trust
- Comply with all Trust and school policies and procedures including safeguarding, health and safety, confidentiality and data protection
- Attend and participate in relevant Trust meetings and activities
- Ensure safeguarding procedures are followed and applied effectively at all times

The role holder must demonstrate a flexible approach to the role and may be required to undertake duties not specifically identified in this profile, provided they are consistent with the general scope, grade and responsibilities of the post.

People Profile

Qualifications, Knowledge and Experience

Essential

GCSE English and Maths at Grade 4/C or above, or an equivalent qualification



Completion of the DfES Teaching Assistant Induction Programme, or willingness to complete
Experience of working with or caring for children of a relevant age
Good literacy, numeracy and digital skills
Ability to maintain accurate records and follow agreed processes
Understanding of child development, learning and behaviour
Understanding of strategies that support pupils to overcome barriers to learning
Understanding of the role of a Teaching Assistant and how to work effectively as part of a classroom team
Knowledge of safeguarding, child protection, health and safety, confidentiality and data protection requirements
Ability to support positive behaviour in line with school policies and individual support plans
Ability to communicate effectively with pupils, colleagues, families and external professionals, including when supporting pupils with SEND
Desirable
Teaching Assistant qualification or completion of a recognised induction programme
First Aid qualification
Experience of supporting pupils with SEND, including medical needs
Experience of supporting autistic pupils and/or pupils with additional needs
Experience of preparing learning resources and supporting classroom administration
Personal Attributes
Essential
Builds positive and respectful working relationships with colleagues, pupils, families and external professionals
Works effectively both independently and as part of a team
Uses initiative and makes appropriate decisions within the scope of the role
Adapts to changing situations and priorities
Communicates clearly and appropriately with a range of stakeholders, including pupils with SEND and their families.
Identifies challenges and contributes to practical solutions
Contributes positively to the wider life of the school
Organises and prioritises their workload to meet agreed timescales
Demonstrates a commitment to inclusion, equality, diversity and achieving positive outcomes for all pupils
Maintains confidentiality and handles sensitive information appropriately
Takes responsibility for their own learning and professional development
Reflects on their practice and uses feedback to improve their effectiveness



Commitment to Safeguarding and Promoting the Welfare of Children and Young People

Essential

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

