



Teaching Assistant (Secondary)

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

Role summary: The Teaching Assistant role is to support pupils' learning, wellbeing and development as part of the wider school team. Working under the guidance of teachers and other colleagues, the Teaching Assistant helps to create a positive, inclusive and supportive environment where all pupils can participate, learn and achieve their potential.

The role focuses on delivering support and learning activities planned by the class teacher. Working under the direction of the class teacher, the Teaching Assistant supports the learning of individual pupils and small groups, helping them to access the curriculum, engage in learning and experience success.

This is a key role in supporting pupils to develop the knowledge, skills and confidence they need to succeed academically, socially and emotionally. The Teaching Assistant works collaboratively with colleagues to promote pupils' progress, independence, wellbeing and inclusion while contributing to a safe, positive and purposeful learning environment. The term *pupils* is used throughout this role profile to refer to children and young people.

The role requires flexibility, adaptability and a commitment to inclusion. The post holder may be required to undertake duties not specifically listed in this profile, provided they are appropriate to the role and consistent with its purpose and level of responsibility.

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

Teaching and Learning

- Work with Senior Leaders, the SENDCO and teachers to support high-quality teaching and learning for all pupils
- Support pupils in lessons and help deliver agreed learning activities
- Support pupils to develop confidence, independence and positive attitudes towards learning
- Help create a positive, inclusive and engaging learning environment
- Prepare, organise and maintain learning resources and classroom areas
- Support the monitoring, assessment and recording of pupils' learning and progress
- Provide feedback to teachers to help inform future learning
- Support pupils with SEND, EAL and other additional needs to access learning and achieve their potential
- Work with teachers and other professionals to support pupils' progress, achievement and wellbeing

Pupil Support, Wellbeing and Behaviour

- Build positive relationships with pupils, staff, parents, carers and families
- Contribute to effective communication with parents and carers about pupils' learning and progress
- Support pupils' personal, social and emotional development
- Encourage confidence, independence, resilience and positive attitudes to learning
- Promote positive behaviour and support the consistent application of Academy expectations
- Take an active role during breaktimes and lunchtimes to support pupils' wellbeing, behaviour and safety



Safeguarding and Inclusion

- Safeguard and promote the welfare of all pupils
- Follow school policies and procedures relating to safeguarding, child protection, confidentiality and data protection
- Promote equality, diversity and inclusion and ensure all pupils feel valued and supported

Professional Responsibilities

- Support educational visits, enrichment activities and Academy events when required
- Contribute positively to the wider life and ethos of the Academy
- Take part in training, professional development and performance review activities
- Maintain knowledge and skills relevant to the role
- Carry out any other duties appropriate to the grade and responsibilities of the post

Duties specific to this school setting

- Take an active role during breaktimes and lunchtimes, helping to create a calm, inclusive and positive environment that promotes effective communication and supports positive behaviour across the school.
- Support students with medical needs where required, including administering medication, assisting with personal care and following individual healthcare plans, in line with agreed procedures and appropriate training.
- Deliver and monitor intervention programmes for individual students and small groups, supporting identified learning needs, closing gaps in understanding and helping to accelerate progress.

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 (or equivalent) English and Maths at Level 2 (Grade 4/C or above)

Experience of working with or caring for children of a relevant age

Good numeracy, literacy and IT skills, including the use of computers, tablets and other educational technology

Understanding of child development, learning and behaviour, including strategies to support pupils in overcoming barriers to learning

Understanding of classroom roles and responsibilities and the contribution of support staff to effective teaching and learning

Awareness of safeguarding and child protection requirements, health and safety procedures, confidentiality and data protection responsibilities

Willingness to undertake training relevant to the role, including safeguarding and statutory training requirements

Desirable

Completion of the DfES Teaching Assistant Induction Programme or equivalent professional training

Relevant first aid qualification and knowledge of appropriate first aid procedures



Experience of supporting children and young people with Special Educational Needs and Disabilities (SEND) and/or medical needs
Experience of supporting pupils with an autism diagnosis
Experience of planning and delivering learning activities or interventions
Experience of working with external professionals to support pupil outcomes
Personal Attributes
Essential
Ability to build positive and professional relationships with pupils, colleagues, parents, carers and other stakeholders
Strong communication skills and the ability to work effectively both independently and as part of a team
Ability to adapt communication and support approaches to meet the needs of different pupils
Good organisational, administrative and time management skills, including maintaining records and preparing learning resources
Ability to manage workload, prioritise tasks and adapt to changing circumstances
Takes a positive approach to work and shows initiative when appropriate
Maintains confidentiality and professional standards at all times
Committed to supporting all pupils to achieve their best and participate fully in school life
Treats all people with dignity and respect and values equality, diversity and inclusion
Committed to continuous professional development and participation in training opportunities
Desirable
Commitment to working across different phases within an all-through Academy and contributing to the wider life of the school
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

