RED KITE
LEARNING TRUST

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.

RED KITE LEARNING TRUST

www.rklt.co.uk/careers

*In our Trust we will consider requests for **flexible working** at the recruitment stage. For many roles some flexibility is possible. We can't promise to give you exactly what you want, but we do promise to have an open discussion and give careful consideration to your preferences.

Job Title:	Teaching Assistant - SEND	**School/Department:**	Crawshaw Academy
Salary Grade:	B1, SCP 4-6	**Working Hours:**	Full time, 37 hours per week Term time only + training days
Contract Type:	Permanent	**Location:**	Leeds

Responsible to: SENCO

Role summary:

This is a superb opportunity for an outstanding practitioner with the skills, energy and creativity to inspire, motivate and challenge students, to join our highly talented faculty. Working closely with our SENCO and Learning support team you will have the opportunity to work with a variety of different people and develop your personal and interpersonal skills through work.

At Crawshaw Academy, we are committed to ensuring that every child is supported to achieve their full potential and has equal access to the curriculum. We value teamwork and are looking for an enthusiastic Teaching Assistant - SEND to join our dedicated team in making a meaningful difference to our students' educational experience.

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.

Special conditions of service: No smoking policy, including e-cigarettes/vaping. Requirements to work outside of school hours and off school premises as required by the school.

Role specific responsibilities:

- To support students ensuring their safety, access to learning and wellbeing through a programme of personalised learning.
- Support all students working in the Learning Provision on the SEN register directed by the SENCo/Line manager.
- Working with individuals or small groups in the classroom, Student Support Centre or elsewhere as directed.
- Helping to prepare differentiated work and resources and support with providing resources under the direction of the teacher/SENCo.
- Being fully aware of and supporting the needs of individual students by using student passports and other relevant information.
- Checking that students understand, encouraging students to remain on task, and helping students with work but not doing it for them. Promoting high levels of presentation as appropriate for individual students.
- Promoting literacy and being a positive literacy role model
- Delivering reading and spelling interventions to small groups as required.
- Supporting students to ensure that homework is entered in the Student Planner.
- Use of the Behaviour for Learning Policy and using praise to motivate and reinforce good learning.
- Assisting the SENCO in collecting information for Annual Reviews and other external meetings as appropriate.
- Liaising with parents/carers when necessary.
- Identifying any difficulties and drawing these to the attention of appropriate staff.
- Promoting the inclusion of all students within the faculty area and across the academy.
- Providing access arrangements for designated students in both internal and external examinations.
- Attending meetings one evening each week until 4pm, and other relevant meetings as required.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate person.
- Participating in the School's Performance Management and Appraisal process and seeking to develop skills further through professional development opportunities.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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, 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.

RED KITE LEARNING TRUST

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 all adults and children in a 1:1 capacity	*	
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to use own initiative and motivate others	*	
Ability to plan effectively using a cross-curricular skills-based approach	*	
Ability to investigate, evaluate, solve problems and make decisions	*	
Ability to demonstrate a commitment to equality of opportunity for all students	*	
High level of skill in dealing with issues relating to student behaviour	*	
Ability to work under pressure and to meet deadlines	*	

Able to work with discretion at all times in the disclosure of information about the school and a clear awareness of confidentiality	*	
Demonstrates high levels of motivation and enthusiasm and a “can do” attitude	*	
Willingness to proactively take part in training, particularly around additional needs and adaptations. Take responsibility for and be keen to improve upon own professional development	*	
Demonstrates full commitment to safeguarding and promoting the welfare of children and young people	*	
Qualifications, Knowledge and Experience	**Essential**	**Desirable**
GCSE (or equivalent) Maths and English at Level 2 (Grade C/4 or above)	*	
Degree level of education		*
Completion of DfES Teaching Assistant Induction Programme	*	
NVQ2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment or willingness to take this training	*	
Level 7 Access Arrangements Assessor qualification		*
Relevant First Aid training		*
Excellent teamwork and communication skills	*	
Excellent organisation and time management skills	*	
Good numeracy and literacy skills	*	
Good IT skills, in particular MS Office packages		
Basic technology skills (e.g. computer, tablet, video, photocopier)	*	
Excellent administration and clerical skills, including keeping records of learning and making learning resources and displays	*	
Experience or desire to support students with Speech, Language and Communication Needs and Social, Emotional and Mental Health needs.		*
Experience of working with or caring for children of relevant age	*	
Experience of working with or caring for children with additional needs, including medical needs and Special Educational Needs and Disabilities		*
Experience of working with students with, but not limited to, an Autism Diagnosis		*
Demonstrates a high level of skill in dealing with issues relating to student behaviour		*

Understanding of 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 as a 1:1 member of staff	*	
Awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection		*
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	*	