

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 and Learning Assistant	School:	Harrogate Grammar School
Salary Grade:	Band 5	Working Hours:	32.33 hours per week
Contract Type:	Permanent, Term time + Training Days	Location:	Harrogate

Responsible to: Headteacher

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 the SENCO and Learning Support team to support the delivery of the national curriculum and other learning processes, with both groups and individual students. The role will require you to work with a variety of different people and develop your personal and interpersonal skills through work.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

- Committed to enhancing student learning and experience.
- Has an awareness of the needs of individual students and supporting these students to reach their full potential.
- Works well as part of a team.
- To supervise and support pupils ensuring their safety and access to learning.
- To work with the teacher to establish an appropriate learning environment. Support the learning process under the direction of the teaching or other appropriate staff.
- Communicate effectively and establish constructive relationships with all children, parents, families, carers, external agencies and other professionals.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To prepare and maintain equipment/ resources as directed by the teacher and assist pupils in their use.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.



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.

RED KITE LEARNING TRUST

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Ability to communicate and influence effectively with colleagues at all levels	*	
Ability to adopt confidentiality, discretion and judgement, communicating effectively with staff, students and parents	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Ability to relate well to children and adults	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	

Ability to contribute to wider school life	*	
High level of skill in dealing with issues relating to student behaviour	*	
Ability to work under pressure and to meet deadlines	*	
Effective written and oral communication and organisation	*	
Good organisational skills and high levels of self-motivation	*	
Energy, self-confidence and ability to 'give more' when the occasion demands it	*	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSE (or equivalent) Maths and English at Level 2 (Grade C/4 or above)	*	
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		*
Appropriate knowledge of first aid		*
Competent ability in ICT, able to demonstrate high-level skills and working knowledge of school systems	*	
Full commitment to participating in development and training opportunities	*	
Safeguarding and Promoting the Welfare of Pupils	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	*	

