

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



*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 (Secondary)	School:	Temple Learning Academy
Salary Grade:	B1 SCP 4-6	Working Hours:	37 per week, Monday - Friday
Contract Type:	Fixed Term to July 2026, Term-time + Training Days	Location:	Leeds

Responsible to: SEND Coordinator

Role summary: In this role, you will work closely with teaching staff to provide targeted support to students across a range of subjects, helping to enhance their learning experience and progress.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

- To work under the guidance of Senior Leadership, SENCO and Teachers to support the highest quality teaching and learning that meets the needs of all pupils and contributes to the achievement of the Academy's vision and aims.
- To work in classrooms alongside teachers and also support the learning of pupils through taking responsibility for the preparation and delivery of agreed learning activities.
- Be responsible for monitoring and assessing, recording and reporting on pupils' learning, progress and development.
- Liaise with teachers to communicate regularly with parents, carers and families as partners in their children's learning.
- Contribute to a learning environment that is innovative, engaging, happy and fulfilling for all pupils.
- To take an active role in breaktimes and lunchtimes to support consistently high standards of communication and behaviour.
- Help maintain a positive and productive learning environment by supporting behaviour management strategies and encouraging good conduct.



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 relate well to all adults and children	*	
Excellent teamwork and communication skills	*	
Excellent organisation and time management skills	*	
Excellent administration and clerical skills, including keeping records of learning and making learning resources and displays	*	
Good numeracy and literacy skills	*	



Good IT and basic technology skills (e.g. computer, tablet, video, photocopier)	*	
Ability to maintain a healthy work/life balance	*	
High levels of motivation and enthusiasm and a “can do” attitude	*	
Commitment to exploring opportunities to work across different phases in an all-through Academy		*
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)		*
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		*
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	*	
Discretion at all times in the disclosure of information about the Academy and a clear awareness of confidentiality	*	

