



HIGHER LEVEL TEACHING ASSISTANT

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

As a Higher Level Teaching Assistant, you will play an important role in supporting pupils to develop the skills, knowledge and confidence they need to succeed both in school and beyond. Working closely with teachers, you will help plan, deliver and review learning activities for individuals, small groups and whole classes, supporting pupils to engage in learning, make progress and experience success.

This is a rewarding role that offers the opportunity to make a real difference to children's academic, social and emotional development. You will work with a high degree of responsibility and initiative while being part of a supportive team that is committed to providing the best possible outcomes for every pupil.

We are looking for someone who is flexible, adaptable and passionate about inclusion, with a commitment to ensuring all pupils can access and enjoy learning. The postholder may occasionally be asked to undertake other duties that are appropriate to the role and grade, in line with the needs of the school.

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 Higher Level Teaching Assistant (HLTA) 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 teaching and learning approaches to support the progress and achievement of all pupils, including those with special educational needs and disabilities (SEND).
- Plan, adapt and deliver learning activities and resources to meet the needs of individual pupils and groups, under the guidance of the class teacher.
- Lead learning activities for whole classes when required, following school policies and procedures.
- Support the delivery of a broad and balanced curriculum, helping all pupils to achieve their full potential.
- Use technology effectively to enhance learning and engagement.
- Observe, assess and monitor pupil progress, providing clear and timely feedback to the class teacher.
- Contribute to the planning, delivery and adaptation of lessons, learning activities and interventions.
- Deliver targeted support and interventions, reviewing their impact on pupil progress and outcomes.
- Support assessment activities and contribute to recording, tracking and reporting pupil progress.



Inclusion and Pupil Support

- Promote inclusion by encouraging all pupils to take part in learning, school life and extracurricular activities.
- Use positive and consistent behaviour support strategies in line with school policies.
- Support the class teacher to create and maintain a safe, calm and positive learning environment.
- Take a lead role in creating and maintaining a safe, calm and positive learning environment.
- Provide support for pupils with more complex special educational needs and disabilities (SEND), or those with behavioural, social or emotional needs.
- Contribute to the planning, delivery and review of support strategies and approaches that help pupils to thrive both academically and personally.

Classroom Organisation

- Organise and manage learning spaces and resources to create a safe, welcoming and well-structured environment for pupils.
- Supervise whole classes when the teacher is temporarily absent, following school policies and procedures.
- Carry out other duties that are reasonable and appropriate to the role.
- Provide support, guidance and mentoring to colleagues who are new to the role or have less experience, where appropriate.

Communication and Collaboration

- Communicate clearly and professionally with colleagues, parents, carers, and professionals from education, health and social care.
- Support meetings with parents and carers by sharing accurate information about a pupil's progress, achievements and any barriers to learning.
- Work closely with teachers to make sure relevant professionals are kept informed about pupils' progress, wellbeing and any concerns.
- Build positive working relationships with parents, carers and external professionals, and communicate with them when appropriate.
- Take an active part in meetings, reviews and planning discussions, sharing feedback, observations and suggestions to support pupil outcomes.

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

HLTA status or an equivalent recognised qualification

First Aid qualification, or a willingness to undertake training



Good ICT skills, including confidence using school systems and digital tools
Experience supporting children and young people in a school environment
Experience planning and delivering learning activities, interventions or targeted support
Experience leading learning and covering whole-class lessons
Experience supporting children with a range of additional needs, including Special Educational Needs and Disabilities (SEND)
Experience supporting pupils with social, emotional or behavioural needs
Experience working positively with parents, carers and external professionals to support pupil outcomes
Experience promoting positive behaviour and helping pupils engage successfully in learning
A good understanding of how children learn and the barriers that can affect learning
Knowledge of strategies that support engagement, inclusion and pupil progress
An understanding of SEND and how to adapt support to meet individual needs
An understanding of safeguarding and child protection responsibilities within a school setting
Personal Attributes
Essential
Works effectively both independently and as part of a team, building positive relationships with colleagues, pupils and families
Uses initiative and professional judgement to respond confidently to challenges and changing priorities
Communicates clearly and positively with a wide range of stakeholders, including pupils with SEND and their families
Demonstrates strong problem-solving skills and takes a proactive approach to finding effective solutions
Contributes positively to the wider life of the school and supports a culture of continuous improvement
Works well under pressure, managing competing priorities and meeting deadlines effectively
Demonstrates a commitment to inclusion, equality of opportunity and achieving the best outcomes for all pupils
Takes responsibility for their own professional development and is keen to develop new skills and knowledge
Reflects on their practice and is committed to continually improving their effectiveness and impact
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

