



### JOB PROFILE

<b>Job Title:</b>	Teaching Assistant (Secondary)	<b>School/Department:</b>	Temple Learning Academy
<b>Salary Grade:</b>	<b>B1, FTE:</b> £23,152 - £23,893 (SCP 4-6) <b>Actual:</b> £20,903 - £21,570	<b>Working Hours:</b>	37 hours per week Term time only + training days Monday – Friday (8:00am -4:20pm)
<b>Contract Type:</b>	Permanent, Full Time	<b>Location:</b>	Leeds

**Responsible to: SEND Coordinator**

#### Role summary:

Do you share our belief that all children should be supported to achieve their full potential? Do you feel that all children should have equal access to their curriculum? Are you motivated by working as a team in an all through academy? This is your opportunity to join our dedicated secondary TA Team, in a truly rewarding role, supporting our students.

**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.

#### Role specific responsibilities:

- The post-holder will be expected 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.
- The post-holder will be expected 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.
- The post-holder will be responsible for monitoring and assessing, recording and reporting on pupils' learning, progress and development.
- The post-holder will be expected to liaise with teachers to communicate regularly with parents, carers and families as partners in their children's learning.
- The post-holder will be expected to 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.

#### 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.

**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		√
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>

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		√
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
Full commitment to safeguarding and promoting the welfare of children and young people	√	
Discretion at all times in the disclosure of information about the Academy and a clear awareness of confidentiality	√	

