



## JOB PROFILE

<b>Job Title:</b>	General Teaching Assistant	<b>School/Department:</b>	Oatlands Junior School
<b>Salary Grade:</b>	FTE £21,030 per annum	<b>Working Hours:</b>	Part Time 30.42 hours per week
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Harrogate

**Responsible to: Headteacher**

### Role summary:

To support teaching and other staff in assisting the delivery of the national curriculum and other learning processes, in direct contact with pupils. The role will involve working with both groups and individual pupils under the direction of the class teacher and other appropriate staff.

**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:

- Be prepared to meet the needs of all pupils throughout school during class, breaktimes or allocated intervention time within the school timetable
- Support groups of pupils or provide one to one pupil support - as directed by the Deputy Headteacher/Inclusion Leader
- Provide regular feedback to the Class Teacher / Inclusion Leader as required
- Willingness to assist children with hygiene needs
- 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
- Providing, with appropriate guidance and supervision limits, educational, emotional and physical support to pupils
- Providing feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual pupils
- Assisting with the supervision of groups and individual pupils as required
- To promote the inclusion and acceptance of all pupils within the classroom, assisting in the implementation of appropriate behaviour management strategies
- To support pupils consistently whilst recognising and responding to their individual needs. Interact with pupils in a manner that supports the development of their ability to think and learn
- Communicate effectively and establish constructive relationships with all children, parents, families, carers, external agencies, and other professionals.
- Understand that communication is a two-way process
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- Assist in the implementation of appropriate behaviour management strategies and adhering to all current school policies
- Observe a child's behaviour, understand its context, and notice any unexpected
- changes – to ensure continued delivery of the highest quality teaching, safeguarding and welfare practices
- To build positive relationships with parents/carers and to liaise sensitively and effectively with



parents/carers within your role/responsibility and participate in

- feedback sessions/meetings with parents, where requested
- Assisting with playground and lunch time supervision
- Preparation of materials, resources, displays including undertaking clerical duties
- Participate in relevant training as appropriate, including attendance at staff meetings, training days and other development opportunities
- To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and data protection - reporting concerns to an appropriate or designated person
- To be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos/work/aims of the school, in accordance with your role and the direction of the Headteacher
- Participate in the schools' performance management scheme
- Willingness to be involved in extra-curricular activities such as making a contribution to after-school clubs or organised school events and visits
- To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment. Required to work indoors and outdoors when supervising the children to ensure safety
- To supervise the playgroup area, cloakrooms and classrooms during the lunchtime break period
- To ensure the safety of all children and the creation of a calm and orderly atmosphere, where appropriate table manners and the independence of the children are encouraged
- To assist with the service of meals, including the distribution of food, clearing spills, supervising eating of packed lunches.
- To assist with the removal of food and equipment once pupils have eaten their Lunch
- Deal with minor first aid incidents; follow appropriate procedures for recording and reporting in line with school policies and procedures
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment
- To escort the children to and from the dining area as required
- To supervise toilet arrangements and hand washing

#### **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 work flexibly and collaboratively as part of a team as well as on own	*	
Good knowledge of a child's development and learning processes, understanding that all children have differing needs and knowledge of how to apply inclusive practice	*	
Demonstrable IT skills and ability to use them as part of supporting the school and children's learning process	*	
Excellent interpersonal and communication skills	*	
Ability to relate well to, and work positively and effectively with, children and young people	*	
Work constructively as part of a team, understanding roles and responsibilities and own position within these	*	
Ability to manage pupil behaviour in a supportive and effective manner	*	
Understanding of individual children and young peoples' needs	*	
Working knowledge of relevant policies, codes of practice and legislation		*
Knowledge of behaviour management techniques & child protection / health and safety policies & legislation		*



Able to problem solve		*
Working knowledge of national curriculum and other relevant learning programmes/strategies		*
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Childcare Qualification at Level 2 (or equivalent)		*
Relevant NVQ Level 3 or equivalent		*
Appropriate first aid training		*
Working in a classroom environment or appropriate experience working with children in an education setting	*	
Have an enthusiasm for and an active interest in children's learning and play	*	
Ability to adopt confidentiality, discretion, and judgement, communicating effectively with staff, students and parents	*	
Experience of delivering evidenced based interventions and accelerated learning		*
Experience / knowledge in general subject matters such as English, maths, art, music, science, history, geography, RE, computing and PE		*
An understanding of the strategies that can be used to reduce the barriers to Learning.		*
Proven track record of successfully working with children/young people in a work/voluntary setting.		*
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
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	*	

