



JOB PROFILE			
Job Title:	Teaching Assistant 1:1 SEN	School/Department:	Meadowfield Primary
Salary Grade:	A1 / B1	Working Hours:	27.5hrs (Teaching Assistant) + 3.75hrs (Lunch Duty)
Contract Type:	Fixed Term	Location:	Meadowfield Primary
Responsible to: Headteacher & Senior Leadership Team			
<p>Role summary:</p> <p>To work on a 1:1 basis supporting a pupil with special educational needs and a lunch duty.</p> <p>To work under the direct instruction of teaching / senior staff usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.</p> <p>Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.</p>			
<p>Special conditions of service:</p> <p>No smoking policy, including e-cigarettes.</p> <p>Requirement to occasionally work off school premises as required by the school.</p> <p>Term time only.</p> <p>Driving Licence preferred.</p>			
<p>Role specific responsibilities:</p> <ul style="list-style-type: none"> To attend to the pupils' personal needs, and implement related personal programme, including social, health, physical, hygiene, first aid and welfare matters To supervise and support pupils ensuring their safety and access to learning To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs To promote the inclusion and acceptance of all pupils To encourage pupils to interact with others and engage in activities led by the teacher To prepare classroom as directed for lessons and clear away afterwards and assist with the display of pupils' work To be aware of pupil problems/progress/achievements and report to the teacher as agreed To undertake pupil record keeping as requested To support the teacher in managing pupil behaviour, reporting difficulties as appropriate To gather/report information from/to parents/carers as directed To provide clerical/admin. Support – photocopying, typing, filing, collecting money etc To support pupils to understand instruction To support pupils in respect of local and national learning strategies – literacy, numeracy, early years, as directed by the teacher To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes 			



- To attend relevant meetings as required
- To appreciate and support the role of other professionals
- To contribute to the overall ethos/work/aims of the school
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Lunch Duty daily
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- To support pupils using basic ICT as directed

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	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
An appropriate motivation to work with children and young people	*	
Understanding the emotional needs of children and how to communicate effectively	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Experience of delivering evidenced based interventions and accelerated learning		*
To participate in training and other learning activities and performance development as required	*	
DfE Teacher Assistant Induction Programme		*
Appropriate knowledge of First Aid		*
Experience working with children or caring for children of relevant age	*	
Good numeracy/literacy skills	*	
Use of basic technology		
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	*	
To attend to the pupils' personal needs, and implement related personal programme, including social, health, physical, hygiene, first aid and welfare matters.	*	
To supervise and support pupils ensuring their safety and access to learning	*	
To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs	*	
To promote the inclusion and acceptance of all pupils	*	
To encourage pupils to interact with others and engage in activities led by the teacher	*	
To encourage pupils to act independently as appropriate	*	
To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work	*	
To be aware of pupil problems/progress/achievements and report to the teacher as agreed	*	



To undertake pupil record keeping as requested	*	
To support the teacher in managing pupil behaviour, reporting difficulties as appropriate	*	
To gather/report information from/to parents/carers as directed	*	
To provide clerical/admin. support - photocopying, typing, filing, collecting money etc	*	
To support pupils to understand instructions	*	
To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher	*	
To support pupils in using basic ICT as directed	*	
To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use	*	
To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.	*	
To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.	*	
To contribute to the overall ethos/work/aims of the school	*	
To appreciate and support the role of other professionals	*	
To attend relevant meetings as required	*	
To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes	*	

