



# Job Profile

Job title	GTA	School/Department	ROSSETT ACRE PRIMARY SCHOOL
Salary grade	BAND 4 SCP2	Working hours	21.25 HOURS PER WEEK
Contract type	PERMANENT	Location	KEY STAGE 1
Responsible to	DEPUTY HEADTEACHER		
<p><b>Role summary</b></p> <p>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.</p> <p><b>Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.</b></p>			
<p><b>Special conditions of service</b></p> <p>No smoking policy, including e-cigarettes/vapes</p> <p><i>[Occasional requirement to work outside of school hours and off school premises]</i></p>			
<p><b>Role specific responsibilities</b></p> <ul style="list-style-type: none"> <li>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</li> <li>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.</li> <li>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.</li> <li>Providing, with appropriate guidance and supervision limits, educational, emotional and physical support to pupils.</li> <li>To promote the inclusion and acceptance of all pupils within the classroom, assisting in the implementation of appropriate behaviour management strategies.</li> <li>Communicate effectively and establish constructive relationships with all children, parents, families, carers, external agencies and other professionals.</li> <li>Assisting with playground and lunch time supervision.</li> <li>Preparation of materials, resources, displays including undertaking clerical duties.</li> </ul>			
<p><b>RK People responsibilities</b></p>			



- 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.

## Red Kite Mission, Values & Leadership Expectations

### Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives

### Our Trust Values

**Collaboration:** we pull together to get 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 staff, children and families and partners with respect and kindness – modelling our values and wanting the very best for each other

### Our Trust Leadership Expectations

**Coach your Team:** our leaders use coaching principles to support their teams to be self-aware, grow and work collaboratively

**Lead with Respect:** our ethical leaders lead with trust, integrity and show appreciation. Wellbeing and fairness are shared priorities

**Challenge for Excellence:** our leaders challenge themselves and their teams to continually grow in their role and towards their aspirations. They support an innovative approach where colleagues are encouraged to try new approaches with the aim of improvement

## 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 communicate effectively with colleagues, parents, and external agencies at all levels	✓	
A commitment to our mission and values demonstrated by current practice	✓	
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	✓	
An understanding of the strategies that can be used to reduce the barriers to learning	✓	



Willingness to undertake training	✓	
Ability to manage pupil behaviour in a supportive and effective manner.	✓	
Understanding of individual children and young peoples' needs.	✓	
Be a team player with a positive outlook	✓	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Relevant NVQ Level 3 or equivalent		✓
Childcare Qualification at Level 2 (or equivalent).		✓
Experience of delivering evidenced based interventions and accelerated learning		✓
Experience of working in an Early Years Classroom		✓
Experience / knowledge in general subject matters such as English, Maths, Art, Music, Science, Sport.		✓
Working knowledge of relevant policies, codes of practice and legislation.		✓
Knowledge of, and committed to behaviour management techniques & child protection / health and safety policies & legislation.		✓
Working knowledge of national curriculum and other relevant learning programmes/strategies		✓
<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	✓	
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	✓	