

JOB DESCRIPTION

JOB TITLE: TEACHING ASSISTANT – MATHS INTERVENTION THROUGH SCHOOL GRADE: 5 / 6 HOURS: 30 8.30 – 3.30 MON – FRIDAY
SALARY RANGE: POINTS 14 - 18
WORKING YEAR: TERM TIME ONLY

GENERAL INFORMATION

To work under the guidance and direction of the Head of Maths. Support students in class or outside the classroom, individually or in small groups with specific teaching, coaching and mentoring in the subject area as directed by your line manager.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support for Pupils

- a) Attend to pupils' personal needs, and assist with the development and implementation of One page profiles, pupil centred plans / Behaviour / Support / Mentoring Plans.
- b) Supervise and support pupils, including those with special needs and disabilities ensuring their safety and access to learning.
- c) Provide early interventions
- d) Develop and implement catch up programmes for students who may have missed school for a variety of reasons.
- e) Establish constructive relationships with pupils and interact with them according to individual needs.
- f) Promote the inclusion and acceptance of all pupils.
- g) Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- h) Set challenging and demanding expectations for pupils, and promote self – esteem and independence.
- i) Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- j) Use specialist skills / training to support pupils
- k) Keep accurate records of intervention work including dates, names of those involved, work covered and outcomes.
- l) Encourage students to develop their maths skills at home by providing or recommending age / stage appropriate tasks, games and activities.
- m) To liaise effectively with tutors, Head of Year and SEND in meeting the needs of students.

2. Support for the Teacher

- a) Assist with the planning of learning activities and interventions.
- b) Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- c) Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- d) Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
- e) Establish constructive relationships with parents / carers.
- f) Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- g) Maintain records as requested and assist in date processing and analysis which supports the identification of the target students and students generally.
- h) Administer routine tests, invigilate exams, and undertake routine marking of pupils' work, accurately recording achievement / progress. In line with agreed marking policy
- i) Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- j) Provide general clerical / admin. support e.g. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

3. Support for the Curriculum

- a) Support pupils in understanding instructions.

- b) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- c) Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- d) Support pupils in using ICT, and develop pupils' competence and independence in its use.
- e) Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist pupils in their use.

4. Support for the School

- a) Be aware of and comply with policies and procedures relating to child protection, E – safety, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos / work / aims of the school.
- d) Appreciate and support the role of other professionals.
- e) Attend and participate in relevant meetings as required.
- f) Participate in training and other learning activities and performance development as required.
- g) Undertake annual appraisal in line with the school's policy.
- h) Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Undertake any other duties as directed that would reasonably be expected of the post holder.

