



JOB TITLE: Teaching Assistant - Mathematics

REPORTS TO: Link Subject Leader

BAND: 4

SUPERVISES: Small groups of pupils

JOB PURPOSE:

To work under the guidance of a teacher to plan and prepare lessons / learning activities / pupil intervention; and to deliver these to pupils on a one to one basis and in small groups – to include pupils with SEND.

To manage and supervise the behaviour of pupils in withdrawal groups.

To contribute to the maintenance of effective school administration .

Note that the majority of duties relate to the Mathematics Department and curriculum; however, the Teaching Assistant may be deployed to work in alternative or additional areas of the school, subject to the needs of the school.

KEY ACCOUNTABILITIES

To promote actively the school's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the school's Equal Opportunity Policies in relation to both employment and service delivery.

To comply fully with the Health and Safety at Work Act 1974 etc, the school's Health and Safety Policy and all locally agreed safe methods of work.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Trust/ School Safeguarding Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.

At the discretion of the Headteacher, such other activities as may from time to time be required, consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Appraisal (Performance Management) and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

Teaching and Learning Assistance – delivering learning under teacher guidance

- Assist in planning, organising and managing structured learning activities which reflect specific expertise and knowledge.
- Evaluate and adjust work planned for pupils being supported.
- Help the class teacher to maintain a structured, positive learning environment within the curriculum or subject area being taught. This will include mounting displays of pupil work or relevant materials.
- Support the learning objectives planned by the teacher.
- Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Monitor and record pupil responses to learning through observation and structured assessment against pre-determined learning objectives.
- Provide objective and accurate feedback for the class teacher and produce evidence based reports to the AHT/Leader with oversight of TAs.
- Advise class teachers as to whether the milestones for achievement are challenging and demanding, suggesting adjustments to activities as required.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Support local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop ICT competence and independent use of systems.
- Suggest to the class teacher any specialist equipment which will enhance progress with the specific subject area or curriculum key stage.
- Enter pupil data on the school system, as requested. Administer and mark tests, invigilate exams.
- Classroom cover supervision in emergency circumstances.
- Supporting pupils to undertake activities and achieve learning outcomes.

General School Support

- Be involved in extra curricular activities, (e.g. period 6, clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, data entry, collation of pupil reports.

- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.