Post: Higher Level Teaching Assistant in Maths

Grade: H (Points 23-25)

Responsible To: Head of Maths

**Job Purpose**

* To complement teachers’ delivery of Maths and contribute to the development of other support staff, pupils, school policies and strategies;
* To work both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources.
* To deliver learning to individuals, small groups and whole classes as and when required
* To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes;
* To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**Duties and Responsibilities**

**Support for Pupils, Teachers and the Curriculum:**

* Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance pupils’ learning as necessary.
* Be aware of and work within school policies and procedures;
* Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil’s learning;
* Work collaboratively with staff and other relevant professionals and provide information

about pupils as appropriate;

* Use teaching and learning objectives to plan, evaluate and differentiate lessons/work plans as appropriate within agreed systems of supervision;
* Assess the needs of pupils and use detailed knowledge and specialist skills to support and advance pupils’ learning;
* Plan and implement strategies to support pupils in their social development and their emotional well-being, dealing with and following the school’s policy on reporting problems as necessary;
* Provide support to pupils in more specialist areas of learning;
* Responsibility for identifying and planning appropriate interventions as required:
* Establish and maintain relationships with parents, carers and other professionals,
* Support the role of parents / carers in pupils’ learning and contribute to meetings with parents / carers to provide constructive feedback and specialist advice/knowledge e.g. pupil progress/achievement;
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant;
* Take responsibility for pupils on visits, trips and out of school activities as required;
* Contribute to the development of school policies and procedures;
* Provide short- term cover of classes – both in planned and in unexpected non timetabled situations;
* Manage the work and development of other classroom support staff where appropriate;
* Be responsible for the preparation, maintenance and control of stocks of materials and resources in line with school policy ;
* Maintain a clean, safe and tidy learning environment;
* Provide pastoral care to pupils
* Utilise advanced levels of knowledge and skills when assisting the teacher with planning, monitoring , assessing and managing classes
* Invigilate examinations and tests;
* Prepare and present displays

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
* Show a duty of care and take appropriate action to comply with health and safety requirements at all times;
* Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
* Contribute to the overall ethos, work and aims of the school;
* Maintain good relationships with colleagues and work together as a team;
* Appreciate and support the role of other professionals;
* Attend relevant meetings as required;
* Participate in training and other learning activities and performance development as required;
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties

which may reasonably fall within the level of responsibility and the competence of the post

as directed by the Head Teacher.