

Job title	Curriculum Teaching Assistant – Maths
Grade	H5

1. AIMS AND MAIN JOB PURPOSE

- To monitor, identify and target appropriate support and intervention to the key groups of students within Maths lessons (as guided by the Head of Department) in order to assist and promote their progress. The key groups of students are:
 - Students who are eligible for Pupil Premium.
 - Students who have Educational Health Care Plans.
 - Students who have English as an additional language.
 - Students with other behavioural and learning needs.
 - High Prior Attaining students.

2. JOB CONTEXT

- To work with and support students in Maths who have a variety of needs on a single or small group basis either *within* lessons or *out of* class.
- To assist with cover in Maths lessons -in the absence of Maths staff in order to provide continuity to the students' progress.
- To assist with cover across the whole school when and as required.
- To maintain and establish professional working relationships with colleagues in and outside of the Maths Department.
- To assist the Exams Officer with providing invigilation support as and when required.

3. MAIN AREAS OF RESPONSIBILITY

- To create and provide differentiated resources to meet the needs of the key targeted students, most notably those eligible for Pupil Premium.
- Under the guidance of the Head of Department, provide 1-2-1 and small group intervention with key targeted students either in class or out of class.
- Keep and maintain records of all support given to the students that the postholder works with.
- To feedback to the individual teachers on the progress of students in lessons in which they support.

- To assist Maths teachers with preparing differentiated resources to use in their lessons
- To monitor and support the progress of students with special educational needs by working with staff to implement strategies specified on the students' Educational Health Care Plans.
- Contribute to any EHCP or PP student reviews (as requested by the HOD) in order to assist with these students' development and the implementation of their support programmes.
- To support the behaviour management in the department by supporting staff with the consistent implementation of the school's Rewards and Consequences Policy.
- To complete various administrative duties under the guidance of the Head of Department
- To assist the Head 'of Department with ensuring cover lessons and the appropriate resources are in place during teacher absence.
- To maintain the displays within the Maths Department
- To support the Maths Department with arranging out of school trips and/or work with external visitors.
- To cover Maths lessons when a teacher is absent as directed by the member of staff i/c of Cover
- To provide rarely cover for lessons across the whole school as and when required and as directed by the member of staff i/c of Cover
- To assist the Exams Officer with providing invigilation support as and when required.
- Provide pastoral support for students with emotional or behavioural difficulties as directed by the HOD

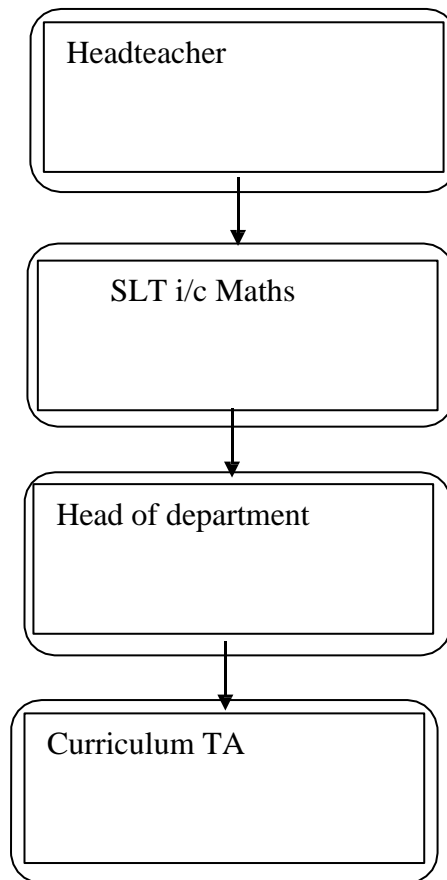
4. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. As such, this post holder would be required to:

- Participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.
- Be aware of and ensure that the school's equalities and diversity policies are followed.
- Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

5. ORGANISATION CHART



Reporting lines – This Curriculum TA position and all responsibilities held by the job holder report solely to the head of department

6. PROFESSIONAL STANDARDS

- Support the aims of the school to promote ACE.
- Treat all members of the community, colleagues and students, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at, and participation, in events such as open evenings, options evenings and the like (as appropriate to their responsibilities).
- Support the ethos of the school by upholding the behaviour code, uniform regulations etc.
- Take responsibility for own professional development and participate in staff training when provided.
- Reflect on own practice as well as the practices of the school with the aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the Academy Development Plan, the staff handbook, subject team/year team documentation etc.

- To undertake all relevant Safeguarding Training and to be fully aware of all aspects of Safeguarding of Children.
- Participate in the management of school by attending various team and staff meetings as required by the HOD.
- Undertake other professional duties that may be reasonably assigned to them by the head teacher.
- Be proactive and take responsibility for matters relating to health and safety.

8. HOURS OF WORK

- This position is Monday to Friday for 9.00-15.00 hours per week with 30-minute unpaid break per day.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.