Job Description
Teaching Assistant Level 3 – Mathematics

Post: Teaching Assistant Level 3 – Mathematics
Grade/Scale: Grade H, Points 14-17
Working Hours: 31.25 hours per week: 8.30am – 3.15pm (30 minutes unpaid lunch daily)
Term Time Only plus 5 Teacher Training Days (39 weeks)

This job description may be amended at any time, following consultation between the Head teacher and the Teaching Assistant and will be reviewed annually.

The post holder is responsible to the Head of Mathematics.

Core Purpose:
This is a senior teaching assistant role, working on behalf of students who may have a specific or a range of learning difficulties. The post requires the management and direction of students of specific groups of children who have a wide range of specific educational needs that may have impacted on their mathematics and numeracy development.

Specific Post Holder Responsibilities:
• Work with the Head of Mathematics to identify students in need of mathematics and numeracy support.
• Provide in class for maths teachers for identified students across years 7-11.
• Provide students with the level and type of support specified by the teacher. This includes promoting increased attention and staying on task, helping with physical difficulties and encouraging independence
• Have a thorough understanding of students IEP targets and appropriate support strategies.
• Support students in accessing the curriculum
• Encourage and re-enforce positive interactions between students
• Assist with the supervision of students as required
• Support individual groups of students during independent/group work (e.g. Explaining tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus; supporting less able students; extending/challenging the more able; assisting in keeping students on task, interested, motivated and engaged).
• Monitor and provide for the general care, safety and welfare of students (excluding duties of designated first aiders) including tasks connected with the social education of a student
• Follow school and departmental Health and Safety guidelines as laid down in school policy
• Provide feedback to the teacher about the learning activities and responses to them and the support provided.
• Monitor individual or group achievement of key objectives
• Be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials as appropriate and contribute to class/school displays when necessary
• Plan, prepare and differentiate materials as appropriate
• Contribute to the assessment of students by teachers through observation and reporting
• Record information relevant to the assessment and review of student progress
• Support the implementation of strategies to manage student behaviour and help manage student behaviour

**General Post Holder Responsibilities:**

• Be familiar with and follow where appropriate, the procedures as laid down in all Safeguarding documentation
• Have an up-to-date understanding of the role and responsibilities of a Level 3 post
• Understand the school’s policies relevant to the specialist subject/support provided and how they relate to local and national framework/policies
• Maintain confidentiality according to school and legal requirements; adhere to/maintain school policies, routines and codes of conduct and support the ethos of the school.
• Be aware of and practice within equal opportunities policies and principals and health and safety regulations. Seek to prevent accidents and report these to the designated person in school
• Be available for work for 195 days a year (pro-rata if working less than a 5-day week), including attendance at in-service training and on training days
• Participate in induction training for teaching assistants and staff review/performance process and make use of professional development opportunities
• Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week
• Liaise effectively with parents/carers, sharing and providing information relevant to the role
• Use specialist knowledge, expertise, training to provide appropriate and differentiated support to pupils.
• Support families to respond to their children’s needs
• Supervise groups of students in their studies as required
• Model good practice and contribute to planning and delivery of INSET to others who support pupils
• Undertake appropriate administrative tasks when required by your line manager
• Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post

Signed:

Post Holder: ___________________________ Date: ____________

Head teacher: ___________________________ Date: ____________