



## **Job Description Maths Teaching Assistant**

**Role:** Maths Teaching Assistant

**Scale:** 3 Point 14-17 (Equates to £15,582- £15,944 per annum)

**Hours:** 32.5 hours per week/Term time only

**Start Date:** As soon as possible

**Line Manager:** Mathematics Curriculum Leader

### **Duties & Responsibilities**

#### **1. Support for students**

To work with identified students and whole classes, implementing agreed programmes of learning including:

- Explaining learning tasks.
- Ensuring the student is able to use the equipment and materials provided.
- Motivating and encouraging the student as required.
- Assisting in areas of specific difficulty.
- Helping the student to concentrate on and finish learning tasks set.
- Enabling the student to set more ambitious learning tasks.
- Providing speaking, reading, writing and numeracy opportunities for students.
- To promote and reinforce students' self esteem, encouraging their inclusion in the whole curriculum.
- Accompanying students on school visits, activities and trips, promoting their learning during the visit.
- Providing oral feedback to individual students on their attainment in order to promote further progress.

#### **2. Support for the teachers**

- To work with the subject teacher in responding appropriately to students' individual needs and assisting students in areas of specific difficulty.
- To use your own expertise in the area of numeracy and mathematics to help teachers develop schemes of learning and resources.
- To assist in monitoring and recording the progress of individual students and discuss progress with the subject teacher.
- Making and maintaining appropriate classroom resources under the direction of a teacher.
- Devising suitable additional study tasks and materials to be completed outside lesson time and independently.
- Developing appropriate tests/assessment tasks to monitor attainment.
- To build a positive working relationship with the class teachers, taking instructions, where necessary.
- Attend departmental meetings and contribute to discussions and disseminate work being done.

### **3. Support with the curriculum**

- To use your own expertise in the area of numeracy and mathematics to help teachers develop schemes of learning and resources.
- To use ICT to support students' learning as appropriate
- To engage students in active learning and higher order thinking.
- To monitor the attendance of students targeted for intervention programmes and follow up concerns with families and Year Co-ordinators.

### **4. Support for school**

- To work within the school policies and procedures and be aware of legislation relevant to the role and responsibilities of a Teaching Assistant.
- To maintain confidentiality at all times with regard to both supported students and the wider school.
- To take part in in-service training, relevant appraisal arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.
- To carry out routine clerical tasks e.g. distributing letters, filing, photocopying or a specific clerical responsibility as directed by the Curriculum Leader.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Head Teacher/Curriculum Leader.
- Mount work/resources and put up classroom and corridor displays.
- Organise and maintain a portfolio of high quality display work suitable for special events.

### **Generic**

- Undertaking the necessary training/development required in order to keep up to date with developments as identified through appraisal.
- Ensuring compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
- Performing other such duties of a similar nature as from time to time may be required. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's on-going needs.

This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake. It is neither exhaustive nor inclusive and will be changed from time to time to meet changing circumstances and demands. It will not form part of the post holder's contract of employment.