**Job Description: Higher Level Teaching Assistant (Maths)**

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| **Post Details** |  |
| **School/setting:** | Twynham School |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 7  |
| **Responsible to:** | Head of Maths |

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| **Main Purpose** |
| Responsible for supporting the teaching and learning of students in lessons.  |

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| **Duties and Responsibilities** |
| * To assist our teaching staff in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their personal, social and moral development.
* Work with students, either individually or in groups, who have some special educational needs, learning difficulty, disability, or exhibit occasional behavioural problems. This may include students with a high learning ability (‘More Able’).
* Complement the professional work of qualified teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
* Play a significant role in the planning, delivery and monitoring of learning activities in lessons, particularly mathematics lessons.
* Working with individuals or small classes without the presence of the teacher.
* Support the assigned teacher(s), as directed.
* Plan, deliver and record ‘Success@Arithmetic’ to Year 7 groups.
* Plan, deliver and record Essential KS3 skills to Year 8 and Year 9 groups following summative assessments.
* Provide 1:1 support for select students under direction from the HOD.
* Plan and deliver ‘Skill for life’ lessons to work group through Entry Level and then Functional Skills Level 1 and 2.
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential*** Minimum 5 GCSEs (A-C), including Maths and English, or equivalent (e.g. NVQ Level 2).
* Ability to motivate pupils and support learning processes and procedures effectively.
* Skilled in promoting and maintaining order, calmness, and positive behaviour.
* Knowledge of strategies to promote and support good behaviour.
* Comprehensive understanding of child safeguarding practices.
* Ability to think creatively to deliver engaging and innovative learning experiences.
* Strong ability to work collaboratively and supportively within a team.
* Capable of working on own initiative while remaining flexible and responsive.
* Excellent interpersonal and communication skills, fostering effective relationships with students, parents, staff, and the wider community.
* Maintains high standards of integrity, discretion, and professionalism, consistently modelling school values.
* Focuses on students' overall well-being and educational needs.
* Ability to work under pressure, manage time effectively, and handle challenges with resilience.
* Dedicated to providing equal opportunities and meeting individual needs.
* Actively committed to ongoing learning and self-improvement.

**Desirable*** Ability to use ICT effectively to support learning
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| ICT = Information Computing TechnologyH  | KS3 = Key Stage 3 |