



WADDESDON

CHURCH OF ENGLAND SCHOOL

HIGHER LEVEL TEACHING ASSISTANT (NUMERACY)

JOB DESCRIPTION

Reporting to:	Head of Maths
Role Objectives:	<ol style="list-style-type: none"> 1. Working in partnership with the Maths Department, to support the education, personal and social development of pupils and to establish positive relationships with pupils, particularly in relation to numeracy skills and those with special educational needs and/or bilingual needs. 2. To be proactive in identifying and supporting needs as they arise, communicating needs appropriately with relevant staff and professionals 3. To be a trusted adult and enable implementation of SEND Code of Practice 4. To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements
Prescribed Duties:	<p>Achievement</p> <ul style="list-style-type: none"> • Monitor pupils and assess, record and report on pupils' achievement, progress and development. • Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. • Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment. <p>Teaching</p> <ul style="list-style-type: none"> • Complement the professional work of teachers by taking responsibility for agreed learning activities with supervision of groups of students. • Plan, prepare and deliver appropriately differentiated learning activities for individuals/groups. • Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning. • Provide feedback to pupils in relation to progress and achievement. • Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. • Support pupils consistently whilst recognising and responding to their individual needs. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Organise and manage appropriate learning environment and resources. • Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

- Administer and assess/mark tests and invigilate exams/tests.
- Produce lesson plans and worksheets.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g. literacy, numeracy, KS3, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

Behaviour and Safety

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Ensure that student behaviour and appearance support learning and conforms to agreed school policy, contributing to high standards across the school.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

Leadership and Management

- Be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants, including allocation and monitoring of work, appraisal and training.
- Develop and implement student passports.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Support and challenge colleagues within your area of responsibility
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

General

	<ul style="list-style-type: none"> • Carry out additional tasks as reasonably requested by the Headteacher.
	<p>In addition</p> <ul style="list-style-type: none"> • To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements • To contribute to the provision of a supportive, aspirational and effective environment for learning • To support the promotion of positive relationships with parents and outside agencies • To attend skill training and participate in personal/performance development as required • To take care of their own and other people's health and safety <p>Note: Other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p>