



Job Description & Person Specification

Maths HLTA

Job Title:	Maths HLTA
Scale:	Scale 4
Responsible to:	SEND/CO/Student Support Lead.
Responsible for:	Planning and delivering learning activities for individual and small groups of KS4 students working for their maths G.C.S.E. and, at times, supporting them in lessons.

Job Purpose:	To help KS4 students who may be experiencing challenges in maths to prepare for their G.C.S.E. examinations and make greater progress towards achieving their target grades.
Duties & Responsibilities:	Teaching and learning - Promote consistently high expectations of all students and make sure they are making good progress by offering targeted academic maths support both within and outside of lessons. - Work with Identified individuals or groups of pupils who find mathematics difficult, implementing initiatives to address the barriers to learning they are experiencing - Promote and support inclusion for all students, including those with special educational needs (SEND), English as an additional language (EAL) or with a physical disability and those who are disadvantaged. - Role model good levels of numeracy and encourage improvement in this area among pupils who find the subject difficult. Behaviour and safeguarding - Work with students to demonstrate and encourage good behaviour in line with the school's behaviour policy. - Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety. Curriculum and leadership - Demonstrate an enthusiasm for learning and improving skills and model this to all students. - Maintain accurate and up to date records and prepare written evaluations and reports. - Attend, where appropriate, any teaching and learning, maths or numeracy specific CPD.



General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• Maths at least to GCE A level or level 3 equivalence plus grade B/Grade 6 in GCSE Maths. • At least a grade C/grade 4+ in G.C.S.E. English. • First Aid Qualification.	• E • E • D
Knowledge & Experience	• Recent experience of working in a secondary school. • Recent experience of teaching or tutoring G.C.S.E. Maths	• E • D
Skills and attributes	• An ability to tailor interventions to individual and small groups of students. • Proven ability to be flexible to changing workload demands and new challenges. • Strong subject knowledge. • An ability to forge positive working relationships with students and staff. • Efficient organisational skills. • An ability to ensure that all school policies are implemented consistently, including those for Child Protection, Safeguarding and Student Behaviour.	• E • E • E • E • E • E
Personal qualities	• Willingness to provide the best possible opportunities for all students. • Ability to relate to young people and act as a positive role model. • Good time management skills, being able to prioritise and meet deadlines.	• E • E • E • E



	• Commitment to upholding and promoting the ethos and values of the school. • Ability to work collaboratively. • Commitment to safeguarding, equality, diversity and inclusion.	• E • E
Other	• Committed to equality and diversity. • Commitment to own continuous personal and professional development. • Committed to our Health and Safety policies and procedures. • Compliance to Data Protection Act 2018 and GDPR principles/requirements. • Committed to safeguarding and promoting the welfare of children and young people.	• E • E • E • E • E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated October 2025.