



## The Ramsey Academy

# Job Description & Person Specification

### Maths Intervention HLTA

<b>Job Title:</b>	Maths Intervention HLTA
<b>Scale:</b>	Scale 7
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Year 11 Maths

<b>Job Purpose:</b>	To support Year 11 pupils who are facing difficulties with Mathematics at Foundation and Higher-Grade GCSE and improve their mathematical academic progress.
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>Promote consistently high expectations of all pupils and make sure they are making good progress by offering targeted academic maths support.</li> <li>Work with Identified individuals or groups of pupils who find mathematics difficult, <b>implementing</b> initiatives to address the barriers to learning they are experiencing</li> <li>Promote and support inclusion for all pupils, including those with special educational needs (SEND), English as an additional language (EAL) or with a physical disability.</li> <li>Role model good levels of numeracy and encourage improvement in this area among pupils who find the subject difficult.</li> <li>Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy</li> <li>Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety</li> <li>Demonstrate enthusiasm for learning and improving skills and model this to all pupils.</li> <li>Maintain accurate and up to date records and prepare written evaluations and reports.</li> <li>To attend where appropriate any Teaching and Learning, Maths or numeracy specific CPD.</li> <li>To actively seek any maths enhancement and enrichment for personal development</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and</li> </ul>



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.

## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.</li> <li>• HLTA Status (or equivalent qualification/experience).</li> <li>• Degree-level qualification in Maths or related field.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• D</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Strong subject knowledge in Maths up to GCSE level.</li> <li>• Awareness of GCSE Specifications and exam board requirements.</li> <li>• Working with secondary-aged students in a support role; delivering small group/1:1 interventions or in-class support.</li> <li>• Experience supporting Year 11 students with exam preparation.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• D</li> <li>• E</li> <li>• D</li> </ul>
Skills and attributes	<ul style="list-style-type: none"> <li>• Strong communication skills; ability to build rapport with students, parents, and staff.</li> <li>• Organisational skills; ability to assess and track progress.</li> <li>• Experience of analysing student data to inform planning.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• D</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Motivated, resilient, able to work independently and as part of a team.</li> <li>• Committed to improving outcomes for students.</li> <li>• Evidence of further CPD relevant to Maths interventions.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• D</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Committed to equality and diversity.</li> <li>• Commitment to own continuous personal and professional development.</li> <li>• Committed to our Health and Safety policies and procedures.</li> <li>• Compliance to Data Protection Act 2018 and GDPR principles/ requirements.</li> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>

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 September 2025.