

## Job Description

### HTLA - Numeracy

**Responsible to:** Assistant Principal

**Responsible for:** N/A

**Grade & SCP:** Grade 6, SCP 20-25

**Hours of Work:** Term time plus 2 weeks

**Special Conditions:** Some evening work, such as parents evening, national events, external visits.

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.**

**Job purpose:-**

- To deliver intervention curriculum that addresses the complex numeracy gaps.

**Job Summary:-**

- Plan and develop a maths interventions to supplement student levels at KS3 and KS4
- Complete assessments and track progress of groups of students
- Use data to select intervention groups and craft the most effective interventions

**Duties and responsibilities:-**

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle: Assess, Plan, Do and Review
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Encourage children to become independent learners
- Plan and prepare interventions and tutorials with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes, small groups or tutorials.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.

- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Plan and developing a maths interventions to supplement students levels at KS3 and KS4
- Complete assessments and track progress of groups of students.
- Use data to select intervention groups and craft the most effective interventions.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.

### **Other duties:-**

To undertake other duties appropriate to the post that may reasonably be required from time to time.

Any other duties as may be reasonably required by the Principal/SLT/Line Manager.

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.

Use and development of ICT as required.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.**

**Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

## Person Specification – HTLA Numeracy

Category	Essential	Desirable	Method of Assessment
<b>Qualification and Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs or equivalent A*-C, including Maths and English at C or higher</li> </ul>	<ul style="list-style-type: none"> <li>• A-levels or equivalent.</li> <li>• Degree or similar level vocational / professional qualifications</li> <li>• Higher Level Teaching Assistant (HLTA) qualification</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Able to work effectively as part of a team</li> <li>• Teaching/ leading numeracy programmes or guided reading</li> <li>• Working with and supporting students in a classroom environment</li> <li>• Experience of working with reluctant readers</li> <li>• Experience of supporting students with numeracy difficulties</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching or supporting the teaching of numeracy</li> </ul>	Application Form and Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills</li> <li>• Sound knowledge of Safeguarding</li> <li>• Competent in using Microsoft applications (esp. Word, Excel, PowerPoint)</li> <li>• Ability to plan, organise and prioritise effectively</li> </ul>		Application Form and Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Strongly self-motivated and personally resilient</li> <li>• Exceptional levels of personal integrity, discretion honesty, reliability and self-awareness</li> <li>• Passionate about improving numeracy skills</li> <li>• Strong intellect underpinned by a clear moral compass, instinct and intuition</li> <li>• Conscientious and diligent work ethic</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility, on occasions and within reason, in approach to working hours</li> <li>• Evidence of learning beyond the workplace</li> </ul>	Application Form and Interview.

	<ul style="list-style-type: none"><li>• High expectations for student behaviour and a calm, consistent approach to ensuring students work under the authority of adults</li><li>• Pro-active in using initiative</li><li>• Creative, constructive, insightful and innovative approach to problem solving</li><li>• Willingness to take a hands-on approach as necessary</li><li>• Ability to work under pressure, prioritising own workload</li><li>• Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally.</li><li>• Complete discretion and confidentiality</li></ul>		
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