



## **FELSTED SCHOOL JOB DESCRIPTION**

### **Teaching Assistant (Maths)**

#### **The Role**

Accountable to: Head of Support for Learning (SENCO)

Accountable for: None

To support Prep School Teachers in the classroom through individual, group or whole-class support. This role may include supporting special educational needs (SEN) pupils of varying statements through the academic, personal and behavioural elements of school life.

#### **Role Responsibilities** (illustrative, not exhaustive, list):

- Assist in the delivery of engaging and effective Mathematics lessons.
- Provide one-on-one and small group support for students needing extra help.
- Cover of lessons for teachers as required
- Help the Teaching Staff within the classroom
- Monitor student progress and provide constructive feedback to the teaching staff
- Foster a positive and inclusive learning environment
- To deliver interventions to individuals or groups of children
- To deliver an after school activity once a week
- Help prepare resources and classroom materials to enhance learning
- Help in clearing up at the end of lessons
- Support classroom management and behaviour as required
- Assist in supervising students over lunchtime/break periods
- Take part in playground duty on a pro-rotas basis
- Take students to Matron's when appropriate
- Accompany students and assist Teaching staff on School trips
- Differentiate effectively for the pupil/pupils you are working with
- Attend departmental meetings as required
- Attend INSET sessions and training as required
- Any other reasonable ad-hoc duties as requested.

#### **Skills, Knowledge and Experience**

##### **Essential:**

1. A genuine passion for education and helping children succeed
2. Strong numeracy skills and confidence in assisting with Mathematics up to Key Stage 3
3. Patience, enthusiasm, and the ability to inspire students
4. A proactive and flexible approach to supporting both students and teachers
5. NVQ 2 for Teaching Assistants or equivalent qualification
6. Prior experience of working with children under the age of 13 years
7. A basic understanding of principles of child development and learning processes
8. Excellent literacy skills
9. Able to communicate and relate effectively with staff, parents and children
10. Able to use ICT equipment effectively to support learning.

##### **Desirable:**

11. NVQ 3 for Teaching Assistants or equivalent qualification
12. Previous experience of working in the Educational Sector, particularly within a Learning Assistant/Teaching Assistant/Classroom Assistant capacity
13. Willingness to undertake training to further existing knowledge and skills e.g dyscalculia qualification

#### **Reward and Recognition**

- Employer and employee contributory Pension scheme available (matched contribution at 4%)
- Free life insurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free hot drinks (tea, coffee)
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

#### **Terms of Employment**

- Fixed-term contract until 31 August 2026
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_