**COTHAM SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** HLTA – Numeracy Support

**GRADE:** G09

**MANAGED BY:** Numeracy Co-ordinator

**RESPONSIBLE FOR:** Nil staff

**Purpose of the Job**

The Numeracy HLTA is responsible for developing and delivering interventions and programmes to support students in improving their numeracy skills across Key Stages 3 and 4.

**Key Job Outcomes**

**Key Accountabilities:**

1. To deliver high quality numeracy support and intervention to small groups and individual students across Key Stages 3 and 4 organising and managing an appropriate learning environment and resources
2. Within an agreed system of supervision, plan and deliver challenging learning objectives
3. Establish productive working relationships with students, establishing effective liaison with the Maths Team and the Inclusion Team and to support students in improving their numeracy skills
4. To support students with numeracy within the classroom
5. To evaluate the effectiveness of numeracy intervention
6. Develop resources and activities to support students in developing their numeracy skills
7. Organise and deliver opportunities for students to develop key numeracy skills at break and lunchtime and outside curriculum time as required
8. Leading training for Learning Support Assistants on supporting numeracy

**Intervention and Support:**

1. Identify and support students who require numeracy intervention liaising with the SENCO, Curriculum Team Leaders (CTL), classroom teachers and the Coordinator for Maths
2. Record attainment and progress in lessons/activities systematically
3. Analyse student data to identify need and measure progress with regards to numeracy
4. Reinforce structured learning habits and provide feedback to students to support progression.
5. Provision of appropriate positive feedback to foster good behaviour and learning
6. To liaise with parents and encourage them to support the development of their child’s numeracy skills
7. To create resources and strategies for parents to support their child’s numeracy development
8. Contribute to the assessment by the teacher of individual children’s development through observation, record keeping, discussion with colleagues and teachers

**Other Outcomes**

1. Take the role of tutor for a class of students when required
2. When required, organise the deployment of LSAs and the development of the numeracy support timetable
3. Work within the school’s established discipline policy to anticipate and manage behaviour effectively, promoting mature behaviour and independent learning
4. To administer and assess/mark tests and invigilate exams/tests

**In addition the postholder will:**

* Will undertake such other duties as from time to time be reasonably assigned by the Headteacher.

**Review**

This job description does not define in detail all duties or responsibilities of the post. It will be reviewed and may be subject to modification or amendment after consultation with the post holder.

**General Accountabilities:**

* To comply with the schools Health and safety policies and undertake risk assessments as appropriate
* To attend relevant training and CPD to ensure school systems are up to date and functioning efficiently
* To undertake any other reasonable tasks as are required from time to time at the discretion of the SLT

**COTHAM SCHOOL**

**PERSON SPECIFICATION**

**POST**: HLTA Literacy **GRADE:** G09

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| **ESSENTIAL (Must have)** | **DESIRABLE (Should have)** | **ADVANTAGEOUS (Could have)** |
| **Qualifications,**  **Knowledge & Experience**  At least 2 years experience of working effectively in a learning environment and supporting students with their numeracy skills  A minimum of GCSE grade C in English & Maths and a Level 3 qualification in a relevant field.  Training in relevant numeracy learning strategies  Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression  Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds  **Abilities & Aptitudes**  Flexible, adaptable and positive attitude to working in a structured environment  Previous experience of working with children at KS 3 or 4  Communication skills to promote and develop effective working with students and colleagues  The ability to contribute effectively to the workload and responsibilities of a team  The ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution | **Qualifications,**  **Knowledge & Experience**  At least three other academic subjects or NVQ 3 in a relevant field  Understanding of the role of the class teacher and of the parent/carer and external agencies in developing and maintaining an effective learning environment  A higher level qualification in maths    **Abilities & Aptitudes**  The ability to carry out duties without supervision and to contribute to the planning, supervision and responsibilities of a team  Experience of working with groups of children and whole classes without direct supervision | **Qualifications,**  **Knowledge & Experience**  Previous, varied experience of working with children in a range of educational settings.  Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations  Experience of effective supervision of the work of colleagues to achieve defined outcomes  Current First Aid certificate  Higher level qualification in maths  **Abilities & Aptitudes**  A willingness to develop formal capability through achievement of NVQ level 3 in an appropriate field |
| **SPECIAL CONDITIONS:**  This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to satisfactory Disclosure and Barring Service (DBS) clearance at an enhanced level. | | |