



The Radclyffe School
"Working Together for Excellence"

JOB DESCRIPTION

SPECIALIST TEACHING ASSISTANT (MATHS)



Purpose:	To complement the professional work of teachers in the Maths Faculty by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
Reporting to:	Head of Maths
Responsible for:	None
Liaising with:	Teaching and other staff in the school / Students / Parents/Relatives/Carers/ Peripatetic services/ Education Psychologists and other education or health care professionals / Governors
DBS Check	Enhanced Level
Working Time	Part-time 32.5 hours per week (Term Time Only) + 5 days
Salary	Grade 5 NJC Scale Points 24-29, pro-rata salary £16, 578 - £20,208

SPECIFIC DUTIES

1. Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations
2. Support students consistently whilst recognising and responding to their individual needs
3. Promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher
4. Assist students, including those with special needs, to access learning activities through in-depth knowledge of the curriculum and knowledge of learning skills
5. Ensure students' safety, welfare and personal hygiene.
6. Contribute to the development & implementation of IEPs and Behaviour Plans
7. Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide specific feedback in discussion with students on their progress and achievement, in line with school policy
9. Promote positive values, attitudes and good student behaviour. Deal promptly with conflicts & incidents whilst encouraging students to take responsibility for their own behaviour, in line with established school policies
10. Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/meetings with parents under direction from a teacher
11. Work with the teacher to plan lessons, evaluating and adjusting lesson work / plans as appropriate to meet pre-determined learning objectives
12. Implement agreed learning activities/teaching programmes with advice from a teacher, adjusting activities according to student learning styles and individual needs

13. Contribute to the school's learning strategies eg literacy, numeracy
14. Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
15. Provide objective and accurate feedback on student achievement, progress, and other matters
16. Undertake routine marking of students' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation
17. Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews/systems of records and systems as necessary
18. Support the effective use of ICT in learning activities and develop students' competence and independence in its use
19. Create and maintain an appropriate learning environment in liaison with the teacher
20. Administer and undertake routine marking of students' work using an explicit mark scheme that does not require interpretation. Invigilate tests/examinations as required
21. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of students
22. Undertake the planned teaching and supervision of groups of students in out-of-hours school learning activities as appropriate
23. Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher
24. Supervise whole classes occasionally, during short-term absence of teachers. Maintain good order and keep students on task. Respond to students' questions and generally assist students to undertake set activities
25. To be a PLG (Personal Learning Guide) in line with school policy

GENERAL DUTIES

1. Improve one's own practice through training, observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others
2. Be aware of and comply with policies, procedures and codes of practice of the school including: child protection, health & safety, confidentiality and data protection, finance, ICT and reporting all concerns to a nominated person
3. Contribute to the overall work, smooth running and ethos of the school
4. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
5. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
6. Employees are expected to be courteous to colleagues, lead by example and provide a welcoming environment to visitors and telephone callers
7. Attend and participate in meetings as required
8. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: January 2018

Headteacher H S Hayer

