#### HHS_Primary Logotype_Light Blue

#### JOB DESCRIPTION

**Post Title:** **Higher Level Teaching Assistant: Maths/Numeracy Specialist**

## Post Grade/Salary: SO1 £28356 to £30108 (pro-rata) Actual £ 25479 to £27053

**Hours of Work: 36 hours x 40 weeks**

Responsible to: SEN Manager & Head of Maths

# Post Tenable: As soon as possible

This role would suit an LSA or member of support staff who is looking to develop his / her career and would welcome the chance to work as a Maths HLTA. The successful candidate would, if wished, be able to return to his/her post at the end of the year on existing terms. The usual terms and conditions around notice periods would apply.

**Context**:

This post will provide a unique opportunity to influence the development of an outstanding Learning Support Department, and set up interventions to support students in Maths. This post will be line managed by the Head of Maths, and will also involve working closely with the SEN Manager and the SEN team. There are excellent opportunities for professional development.

Our Learning Support Department includes Special Educational Needs, Students with English as an additional language, and Gifted and Talented Students. Our aim is to support the needs of all students to enable them to access the curriculum.

The role will include:

* supporting students with special educational needs, EMTAG and EAL, or who are gifted and talented, Looked After, vulnerable or underachieving; and to ensure their inclusion in the classroom and school community
* taking a leading role in managing and delivering mathematical support to students
* assisting in the delivery of Maths
* developing methods of supporting students, both within and outside the mainstream, in achieving success in Maths at Key Stage Three and Key Stage Four
* developing and leading Maths learning groups for students with a range of abilities
* building the confidence of students to engage and achieve in the subject
* identifying and developing suitable pathways for students experiencing difficulty in engaging with the curriculum
* advising staff on general and specific issues around learning, especially in Maths
* contribute to the learning and motivation of all students
* assessing needs and developing and maintaining education and pastoral support plans
* building excellent relationships with students
* promoting inclusion in the school
* ensuring that students are challenged and encouraged to engage in school and aim high
* developing and maintaining excellent relationships with parents and carers to ensure that students are able to enjoy and achieve
* working to meet the learning and behavioural needs of students, including developing and leading individual and small group interventions
* participating in KS3 and KS4 interventions.
* delivering a SEARCH days within the school
* Set up and develop highly engaging enrichment within the Learning Support department
* To collaborate and network with primary feeder schools
* To be responsible for ‘managing’ overseeing the progress of Special Educational Needs within Maths of a number of students across both Key Stages
* Organising and promoting Numeracy strategies within the lower sets.
* Ensure the behaviour management system is implemented in the subject area so that effective learning can take place.
* liaising with and supporting appropriate staff inside and outside the school to help support students
* undertaking other duties, such as clerical and support work, supervision and invigilation, to support the work of the school where needed
* being a form tutor within the house structure, and supporting with administrative work within the house
* assisting in supervising and developing the Breakfast Club and at least one other enrichment activity
* attending staff meetings for curriculum, tutor teams, etc
* supporting and complying with school policies on Child Protection, advising where needed
* providing high quality and flexible support, including on school trips and off site learning
* researching alternative provisions that may support student learning
* establishing productive working relationships with student, acting as a mentor
* setting targets and providing feedback to students
* to take cover lessons when the occasion requires.
* Updating faculty displays and house records

Form Tutor Responsibilities

* + To carry out the responsibilities of a form tutor as outlined in the school’s Role of a Tutor document

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters

Effort

Achievement

Responsibility

Character

High Aspirations

The successful candidate needs to be able to show a high level of mathematical ability.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.