

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Higher Level Teaching Assistant - Maths
JD Reference:	Meridian Trust 004
School/Academy:	Sharnbrook Academy
Weeks:	Term Time Only plus 5 days (39 Weeks)
Hours of work:	35 Hours
Salary:	Grade 7 Points 12 - 19
Responsible to:	TBC

Role:	To support the teaching of students
Purpose of job:	To complement the professional work of Teachers and Headteacher by leading and delivering learning objectives to children and young people as directed

Responsibilities and Accountabilities:

Support for Students:

- Assess the needs of students using detailed knowledge and specialist skills to support learning and establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom whilst supporting students consistently, recognizing and responding to individual needs. Post holder to encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognize and reward achievement of self-reliance, such as providing feedback to students in relation to progress and achievement

Support for Teachers:

- Organise and manage appropriate learning environment and resources, including teaching and learning objectives as planned by the Class Teacher Evaluate and adjust lessons/work plans as appropriate within an agreed system of supervision
- Monitor and evaluate student responses to learning activities through a range of strategies against pre-determined learning objectives. Providing objective and accurate feedback to the Class Teacher as required



- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Produce lesson plans, worksheet plans etc and administer and assess/mark tests and invigilate exams/tests

Support for the Curriculum:

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs whilst also delivering local and national learning strategies
- Make effective use of opportunities provided by other learning activities to support the development of student's skills. The post holder should use ICT effectively to support learning activities to develop students' competence and independence in its use
- Prepare prescribed resources following teaching planning, that is necessary to lead learning activities, taking account of students' interests and language/cultural backgrounds

Support for the School:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting concerns to an appropriate person
- Be aware of and support differences to ensure all students have equal access to learning opportunities, contributing to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise other Teaching Assistants

Support for School/Academy/Place of work:

- Participate in staff events by arrangement
- Attend relevant and/or staff meetings as needed
- Contribute and take part in Trust events and activities where possible
- Develop and keep effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures
- To complete student supervisory duties at breaks and lunchtimes in line with all support staff
- Accompany staff and students on visits, trips and out of school activities as needed
- The academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background, and academic ability and expects all staff to share this responsibility



- To share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessment
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice
- To take part in performance management process of the school which evaluates performance and enables staff to take full advantage of the training and development available

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager



This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Employee Name	
Employee Signature	
Date	

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022

Person Specification Teaching Assistant – Higher Level	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language and GSCE grade A-C in Maths or equivalent.	✓		A
2	Level 3 or above Teaching Assistant qualification or willingness to work towards this		✓	A
3	A-Level or degree qualification in Mathematics		✓	A
Experience		Essential	Desirable	Assessment
4	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
5	Experience of working with children across all key stages with evidence of		✓	A/I



	having achieved successful pupil outcomes			
6	Experience of working closely with parents in successful home-school partnerships that support pupils' needs		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
7	Understanding of the education system	✓		A/I
8	A good knowledge of the SEND Code of Practice		✓	A/I
9	Understanding of how children learn	✓		A/I
10	Understanding of phonics, numeracy, and literacy development	✓		I
11	A sound grasp of the concept of inclusive practice	✓		I
12	Knowledge of the concept of confidentiality	✓		I
13	Awareness of child protection issues	✓		I
14	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
15	Skilled at making and sustaining positive relationships with children	✓		I
16	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
17	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
18	Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	✓		I
19	Excellent written and oral communication skills	✓		I
20	Ability to contribute to team meetings and contribute ideas	✓		I



Personal Qualities		Essential	Desirable	Assessment
21	Willingness to undergo further training and development	✓		I
22	Positive and enthusiastic approach towards work	✓		I
23	Ability to act on own initiative	✓		I
24	Kindness and empathy towards students and colleagues	✓		I
25	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment
26	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
27	Flexibility of working hours	✓		A/I

