ACHIEVEMENT THROUGH COLLABORATION
Multi Academy Trust

Witton Park Academy
Aspirational, Respectful, Resilient

**Job description for the post of: Teaching Assistant 3 (1:1 Maths Intervention Tutor)**

**Salary Range: Grade E**

**Responsible to:** Leaders at Witton Park Academy

**Supervision / Line Management Responsibilities of the post**

- N/A

**Role Purpose:**

To assist the teacher in the whole planning cycle and the management/preparation of resources, to work both in and out of school hours to enrich curriculum learning, both in and out of school to enrich curriculum learning

To undertake work, care or support programmes, inclusive of special / individual learning needs, to enable access to learning for all pupils with a specific focus on delivering high impact Maths interventions to students identified as struggling or underachieving in Maths, with particular focus on SEND K, disadvantaged pupils.

To assist the teacher in the management of pupils and the classroom

**Main Responsibilities**

**Key duties:**

- Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners
- To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds
- Using specialist skills (curricular / learning), training and experience to provide support to pupils, including those with special needs or EAL needs, ensuring their safety and access to learning activities. This may include toileting and changing children where appropriate.
- To assist with the development and implementation of IEPs, personal care programmes and step descriptors for EAL pupils
- To promote independence and employ strategies to recognise and reward achievement within established school procedures
- To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher
- To provide feedback to pupils on their progress and achievement under the guidance of a teacher
- To be involved in the process of differentiating activities to match pupil needs
- Assist in the development and delivery of individual learning plans for pupils.

- To promote positive values, attitude and good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy
- To liaise sensitively and effectively with parents and carers as agreed with the teacher and participate in feedback sessions/meetings with parents under the teachers supervision
- To work with the teacher to plan lessons. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, adjusting lessons and work plans as appropriate
- To implement agreed learning activities / teaching programmes with advice from a teacher, adjusting activities according to pupil's needs Occasional supervision of classes during short term absence of teachers
- To support the teacher by contributing to the delivery of local and national learning strategies); initiating other learning activities to support the development of pupils' skills and recording achievement, progress and feeding back to the teacher
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning outcomes

- To provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence
- Undertake marking of pupils' work and accurately record achievement / progress against an agreed marking scheme under the guidance of a teacher
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of records and systems as requested
- To be responsible for the planning, mounting and displaying of pupils' work in the classroom, under the guidance of a teacher
- Within the context of the role, to determine the need for, prepare and maintain general and specialist equipment and resources
- To provide minimal clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries, administering coursework, production of work sheets for agreed activities
- To administer and assess / mark routine primary tests and contribute to the invigilation of tests / examinations as required
- To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of pupils.
- To attend and participate in meetings as required
- To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support other
- To assist with the supervision of pupils out of lesson time
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher

**Trustwide Responsibilities**

- Promote the Trust's values and act with respect and integrity; to serve our schools and communities seriously, collaborating with each other so that all achievement is recognised and everyone can thrive.
- Champion the Trust's core values of Achieve, Belong, and Collaborate in day to day work.
- Contribute to the wider life and community of the Trust, supporting shared initiatives and collective goals.
- Maintain confidentiality, professionalism, and integrity in all interactions.
- Undertake any other reasonable duties in line with the role and Trust requirements.

**Safeguarding & Child Protection. All staff must:**

- Commit to safeguarding and promoting the welfare of children and young people.
- Understand and adhere to the Trust's safeguarding policies and procedures.
- Participate in relevant training and report any concerns promptly.

**Health and safety**

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Other responsibilities all employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Ensure that records are managed appropriately and that data is secured.
- Participate in training and other learning activities as required
- Participate in the trust/school Appraisal and Development Processes
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the trust/school/academy at events as appropriate
- To support and promote the trust/school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

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| **Prepared by:** | People Services | **Date:** | Sept 26 |

**We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity and providing safe and respectful workplaces and staff will conduct themselves professionally and respectfully at all times. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics. Any form of harassment, including sexual harassment, will not be tolerated, and anyone who engages in such behaviour will be deal with in line with the Trust's Disciplinary Procedure.**

**Achievement through Collaboration Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.**

**All post holders must comply with Achievement through Collaboration Trust's professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder. Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.**

| Person Specification for the post of: Teaching Assistant 3 (1:1 Maths Intervention) | Essential | Desirable | Assessed by |
|---|---|---|---|
| **Qualifications and Experience** | | | |
| NVQ Level 2 or equivalent qualification or a comparable level of experience | Y | | A,I |
| Maths & English GCSE (A* - C) or equivalent | | | |
| Willingness to undertake basic first aid | | Y | A,I |
| Good standard of numeracy and literacy skills | Y | | A,I |
| Willingness to undertake further relevant training | Y | | I |
| **Experience** | | | |
| Experience of working and interacting with children of relevant age (ideally in an educational, coaching or tutoring capacity) | Y | | A, I |
| Experience working directly with SEND or disadvantaged cohorts to close learning gaps | | Y | A, I |
| **Knowledge and Skills** | | | |
| Knowledge of how to use relevant equipment/resources, including ICT packages | Y | | A, I |
| Familiarity with the GCSE Maths specification & exam layouts | | Y | A, I |
| Understanding of the national/foundation stage curriculum and other basic learning programmes | | Y | A, I |
| Knowledge of health and safety | | Y | A, I |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation | | Y | A, I |
| Understanding of the principles of child development and learning processes. | Y | | A, I |

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| Knowledge of the policies/codes of practice and awareness of relevant legislation | Y | | A, I |
| Ability to communicate with, and relate well to, children and adults | Y | | A, I |
| Ability to work under supervision and as a team member | Y | | A, I |
| Ability to work in accordance with the school's health and safety policies | Y | | A, I |
| Ability to recognise own learning needs and seek further opportunities | Y | | |
| Ability to deal with minor injuries | Y | | A, I |
| **Demonstration of AtC values of Achieve, Belong Collaborate** | | | |
| **Achieve:** ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate. | Y | | I |
| **Belong**: ability to foster good working relationships with stakeholders at all levels. Ability to motivate pupils, students and colleagues through common purpose and shared values | Y | | I |
| **Collaborate:** ability to lead by example, setting high standards for self and others. Commitment to the pursuit of Continuous Professional Development of oneself and others | Y | | I |
| **Safeguarding:** Demonstrates a clear commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and is willing to undergo appropriate checks and training as required. | Y | | A,I,T |
| **Equality, Diversity & Inclusion:** Committed to actively promoting and embedding principles of equality, diversity, and inclusion. | Y | | A,I,T |
| **Health & Safety:** Understands and upholds responsibilities relating to health and safety, ensuring a safe working and learning environment for all. | Y | | A,I,T |

**A** = Application
**I** = Interview
**T** = Task