Macmillan Academy

JOB DESCRIPTION

Part of Endeavour Academies Trust

Job Title	**Higher Level Teaching Assistant – Mathematics (Years 7–11)**
Responsible to	Head of Mathematics
Core accountability	Under the direction of the Head of Mathematics, to reduce barriers to learning by planning and delivering targeted interventions that develop key numeracy skills and mathematical knowledge, and to lead learning for groups when required.
Payment	Scale point 21 (actual salary £23, 745, 30 hours per week term time only plus 5 training days

MAIN DUTIES AND RESPONSIBILITIES

- **In liaison with the KS3 Mathematics Intervention Lead:**
  - **I.** Contribute to the identification of students requiring additional numeracy support and determine appropriate intervention pathways in accordance with the screening and assessment process.
  - **II.** Deliver high-quality numeracy interventions, within the framework set by the department, that are aligned with the school's numeracy strategy and evidence-based practice, including the adaptation and creation of intervention resources and sequences of sessions as necessary.
  - **III.** Maintain accurate records of student attendance and progress in intervention sessions.
  - **IV.** Support the monitoring and evaluation of intervention impact, contributing to interim and end-of-cycle data collection to inform decision-making.
  - **V.** Work collaboratively with colleagues to ensure consistent routines, behaviour expectations and teaching approaches within intervention sessions, in line with the department's agreed methods and models, promoting a positive classroom climate.
  - **VI.** Maintain CPD to ensure current practice reflects developments in mathematics teaching and intervention, reflecting on previous student progress and adapting practice accordingly.
- **In liaison with the Head of Department for Mathematics:**
  - **I.** Plan and deliver high-quality GCSE Mathematics interventions (Foundation and Higher tier) that bridge gaps in learning as identified by the HoD.
  - **II.** Support learning in mainstream mathematics lessons when not delivering interventions, working with individuals and groups under the direction of the class teacher.
  - **III.** Liaise with classroom teachers to ensure high attendance rates and successful reintegration where necessary.
  - **IV.** Assess students at the end of intervention cycles and share with HoD to allow monitoring of intervention sessions and students.
  - **V.** Provide feedback to teachers on students' progress, misconceptions and next steps.

- **General responsibilities:**
  - **I.** Work to the Professional Standards for Higher Level Teaching Assistants, under an agreed system of supervision by a qualified teacher.
  - **II.** Adapt resources and approaches to meet the needs of students with SEND and those working below age-related expectations, in liaison with the SENCO where appropriate.
  - **III.** Promote high standards of behaviour, applying the academy's behaviour policy consistently.
  - **IV.** Comply with all academy policies, including data protection, health and safety, and equality.
  - **V.** Be responsible for safeguarding and promoting the welfare of children and young people, reporting any concerns in line with the academy's safeguarding procedures.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Signed by post holder: _____ **Date:** _____