Fairlands Middle School

Job Description

JOB TITLE   Higher Level Teaching Assistant – Mathematics

GRADE   14

RESPONSIBLE TO   Curriculum Leader

MAIN PURPOSE OF THE JOB   To contribute to a wide range of teaching and learning activities, and to assist and support the work of qualified teachers. To work within the statutory frameworks relevant to the role.

Main Functions

1. To support pupils' learning and to contribute effectively and with confidence to the classes in which you are involved

2. To be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved

3. To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching programme

4. To use ICT to advance pupils' learning, and use common ICT tools for personal and pupils' benefit

5. To adopt a range of strategies, in line with the schools' policy and procedures, to establish a purposeful learning environment and to promote good behaviour

6. To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with

7. To monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn

8. To have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement

9. To support the school's efforts to raise the educational outcomes of disadvantaged and vulnerable pupils

10. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners

11. To work collaboratively with colleagues, knowing when to seek help and advice

12. To contribute effectively to teachers' planning and preparation of lessons

13. Working within a framework set by the teacher, to plan your role in lessons including how to provide feedback to pupils and colleagues on pupils' learning and behaviour

14. To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests

15. To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures

16. To support teachers in evaluating pupils' progress through a range of assessment activities

17. To monitor pupils' responses to learning tasks and modify your approach accordingly

18. To contribute to maintaining and analysing records of pupils' progress

19. To follow the school's child protection and safeguarding expectations.

20. To work pastorally with a tutor group, supporting all aspects of pupil development

21. To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present

22. Where relevant, to guide the work of other adults supporting teaching and learning in the classroom

23. To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging peer on peer abuse or harassment, following relevant policies and procedures

24. To organise and manage safely the learning activities, the physical teaching space and resources for which responsibility has been assigned

25. To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning

26. To improve own practice, including through observation, evaluation and discussion with colleagues.

Responsibilities

The Safeguarding of children in the Mendip Edge Federation is everyone's responsibility.

This job description does not define in detail all duties/responsibilities of the post and may be subject to modification. As described above, the post holder may be asked to cover at other Mendip Edge Federation Schools should the need arise.