



Twyford Church Of England Academies Trust

"I have come that you might have life &
have it to the full" John 10 v10

Ada Lovelace High School

Job Description

Job Title:	Numeracy TA
Grade:	Teaching Assistant Grade 6
Line Manager:	SENCO
Supervisory Responsibility:	None
Hours:	<i>Full time (35 hrs per week); Term time (39 wks (195 days)/yr)</i>

Main purpose of the job

1. To support the SENCO and HOD Maths in the raised achievements of targeted groups of students for KS3 and KS4.
 2. To jointly develop and deliver nurture maths curriculum to selected students identified by KS3 Lead/SENCO/Maths HOD
 3. To be the lead TA in maths, working in class and supporting other TAs by sharing good practice
 4. To ensure effective communication between SEN/inclusion and the Maths department.
 5. To plan and deliver both 1:1 and small group Maths over teaching sessions with selected students
 6. General responsibilities within the SEN and inclusion team
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Main responsibilities and tasks

- 1. To support the SENCO and HOD Maths in the raised achievements of targeted groups of students.**
 - To support pupils identified as at risk of underachievement in maths and/or with special educational needs through the delivery of specific learning programmes, and to contribute to setting Individual Support Plans (ISP) targets and reviews.
 - To support Study Club after school (3.45-4.45) two days each week, targeting Maths assistance where possible.
 - To be the lead TA for a number of students.
- 2. To jointly develop and deliver nurture maths curriculum to selected students identified by KS3 Lead/SENCO/Maths HOD**
 - To assist with the planning & delivery of Nurture Maths lessons as required
 - To contribute to the planning of the Nurture Curriculum with the linked Maths teachers and assist in the production of materials for the Nurture curriculum.
 - To ensure any materials developed are filed on the M Drive/Copia and resources made available.
 - To monitor student progress termly, provide feedback to pupils, and ensure reports are written.

3. To be the lead TA in maths, working in class and supporting other TAs by sharing good practice

- To liaise with the SENCO/ Head of Maths to ensure the most appropriate sets are chosen for support (these sets must include a statemented student).
- To oversee maths resources for the SEN/ inclusion department for study club, over teaching and revision sessions.
- To ensure the TA in class support is consistent and of a high standard

4. To ensure effective communication between SEN/inclusion and the Maths department.

- To ensure effective communication and attend departmental meetings between the SEN, inclusion and Maths department
- To contribute to meetings concerning individual students following discussion with the SENCO, class/subject teacher, etc
- To produce a short termly report on the outcomes resulting from maths sessions

5. To plan and deliver both 1:1 and small group Maths over teaching sessions with selected students

- To plan and deliver targeted 1:1 and group Maths over teaching sessions supporting the nurture, KS3 and KS4 curriculum, with advice and support from the Maths teaching teams
- To adapt sessions each quarter following exam analysis
- To offer exam revision sessions in the run up to GCSEs during the study leave period

6. General responsibilities within the SEN and inclusion team

- To provide high standard in class TA support to EHCP students taking into account individual students identified needs and teaching strategies
- To support school trips
- To support study club twice weekly
- To attend subject department meetings
- To be aware of & comply with policies & procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To participate in personal development, including training, other learning activities and routine 1:1's and reviews, as required.

Key measures of success

- Achievement in Maths is raised across the cohort of SEN students.
- Value added results are achieved for individually targeted SEN students.
- Students pass Functional Skills exams

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Spec

Education and Qualifications	Essential	Desirable
GCSE passes at 'B'/6 grade or higher in English and Maths, or equivalent NVQ level 2	✓	
A Level in Maths subject	✓	
University degree		✓

Knowledge and Experience	Essential	Desirable
Proficient ICT skills	✓	
The ability to write cogently and fluently with correct spelling and punctuation	✓	
Awareness and understanding of safeguarding	✓	
First Aid qualification		✓
Experience of delivering First Aid		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Patience, kindness, flexibility, good humour and the ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	

Key Terms and Conditions

Pay:

Grade 6, scale points 26 – 28. This will be a pro rata salary for term-time only, and will be also be dependent on the number of hours per week worked. The Full Time Equivalent is £24,885 - £26,418. Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

Hours per week as agreed (up to 35), term-time only.

Term-time only: this is a 39 week (195 days)/year contract. This includes between 190-195 teaching days, with any additional days (up to 195) to be worked as directed by, and discussed with, the Head of ARC.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.