|  |  |
| --- | --- |
| **Job Title:** | **Teaching Assistant – Level 3 (Qualified or Unqualified)** |
|  |
| **Salary:** | NJE Grade 4 SCP 19-23 pro rata. Actual starting salary £13,869pa |
|  |
| **Hours of Work:** | 32.5 Hours per week, 8.30am – 3.30pm Monday – Friday, Term-time only with a 30 minute lunch. |
|  |
| **Post Objective:** | To work under the direction of the Pupil Premium Champion/Leader of Learning in Mathematics, supporting teaching and learning within the classroom. Providing one to one support and small group sessions. |
|  |
| **Accountable to:** | Pupil Premium Champion/Leader of Learning in Mathematics |
|  |
| **Duties, Responsibilities and Key Tasks:** | **Specific to this role:*** To undertake small group and 1:1 work with students in Maths to help raise achievement and attainment in Maths working especially, but not exclusively, with those who are eligible for Pupil Premium.
* To plan, prepare and deliver intervention strategies in conjunction with the Pupil Premium Champion, the Leader of Learning in Mathematics and other Leaders of Learning as appropriate.
* To monitor progress against targets, planning and implementing further strategies as required
* To keep parents, classroom teachers, Leader of Learning in Mathematics and the Pupil Premium Champion fully informed of developments and plans

**To undertake the following TA duties in both Maths and other subjects across the school:****Support the students by:**1) Undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.2) Carrying out educational activities and work programmes (planning, preparing and delivering) whilst promoting independent learning. 3) Working to establish a supportive relationship with the children and parents concerned.4) Encouraging acceptance and inclusion of the child with special needs.5) Promoting and reinforcing the child’s self esteem.**Support the Teacher by:**1) Monitoring individual children’s needs and reporting these to their designated supervisor as appropriate.1. Keeping such records of the children’s development as are required by the school.
2. Providing general support to the teacher in the management of students and the classroom.

**Support the school by:**1) Being aware of school’s policies and procedures.2) Being aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate.3) Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised Trade Unions. |
|  |
| The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder. |