



Job Description

POST TITLE: HLTA: Mathematics

Salary: Band 8 Point 17 – 22

Responsible to: Deputy Headteacher and GIFT Co-ordinator

PRIME OBJECTIVES OF THE POST:

To support and enhance access to mathematics learning for students and provide general support to the teacher in the management of students and the classroom. To support the attainment and progress of students who attract pupil premium funding.

SUPERVISION AND GUIDANCE:

To work under the direction/instruction of senior staff.

RANGE OF DECISION MAKING:

To make decisions within established working practices and procedures.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of students and whole classes
- the correct use and care of materials by individual and small groups of students

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the school, its students, parents and carers. The provision, use and storage of equipment and materials used by students with whom the postholder is working.

General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

PURPOSE OF THE JOB

- To play a key part in realising the ambition of the diminishing the differences action plan.
- To be focussed on diminishing the differences for the students you are working with.
- To complement teachers' delivery of learning in class and contribute to the development of other support staff, students and school policies and strategies.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.
- To provide support for disadvantaged students, the teacher and the school in order to raise standards of achievement for all students by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.

Main Duties

- To plan and run small group teaching sessions to coincide with curriculum planning and learning intentions in order to build and scaffold learning to improve student outcomes.
- To contribute towards the efforts to raise the aspirations of key students by supporting alongside teaching staff within a classroom setting.
- To support the development of students to adopt a positive and more resilient attitude to challenging learning, adopting different learning styles and have the confidence to adapt teaching and learning in a practical and more relaxed setting.
- To ensure regular communication with Faculty Leaders and Teaching staff to build strong relationships and a team working environment.
- To raise any concerns over key students to the team co-ordinator or safeguarding lead if necessary.
- To perform any task or duty under reasonable direction of the co-ordinator or SLT link.

