

Numeracy Support Assistant

Job Purpose:

You will be working under the direction/instruction of the Maths Head of Faculty (HOF). The HOF will take overall responsibility for the progress of pupils within the setting but you will be required to carry out 'specified work' under their direction, which may take place in the classroom with small groups and/or delivering 1:1 learning.

This role requires the ability to support our pupils in all aspects of Numeracy and Maths, in order to support our young people at GHS to interact effectively in the world around them, express themselves and communicate confidently. To support pupils to develop their knowledge, understanding and skills in:

Number
Shape, Space & Measure Handling
Data

Main duties and responsibilities:

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and care of pupils;
- Delivering pre-determined learning/care/support programmes
- Implementing the Maths programme of study
- Assisting with the planning cycle
- Undertaking general clerical/administrative support for the department.

Duties:

Support the department/school by:

- Creating and maintaining a holistic and supportive environment.
- Assisting with the display of pupils' work.
- Using strategies, in accordance with individual student's EHCP and to support pupils to achieve learning goals.
- Assisting with the planning of learning activities on a regular basis.
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed.
- Providing detailed and regular feedback to the HOF on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Establishing constructive relationships with parents/carers and, where appropriate, participating in feedback sessions with parents alongside the HOF/SLT.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing clerical/administrative support e.g. photocopying, typing, filing.

Supporting pupils by:

- Supervising and providing particular support for pupils, ensuring their safety and access to learning/activities during lessons.

- Supporting students with medical conditions/needs to include attending to the pupil's personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Assisting with the development and implementation of Individual Education/ EHCP.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under the guidance of the HOF.

Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. Numeracy, recording achievement and progress and feeding back to the HOF.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times within contracted hours, as required.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.