



JOB DESCRIPTION	
JOB TITLE	Higher Level Teaching Assistant - Maths
PAY	Point 16 £20,270.74 per annum, pro-rata of £23,409 per annum
HOURS	37 hours per week, 37 weeks - term-time plus 5 days (CPD week)
REPORTS TO	Assistant Group Head of GCSE maths at Peterborough or Stamford
LOCATION	Peterborough or Stamford
JOB PURPOSE	
To support learners studying for their maths qualifications in an immersive environment providing 1:1 support, behaviour management and support for the teacher on the other site who is delivering the content remotely. In addition, working with small groups to support their learning and mark work. There will be an expectation to work towards a full Higher Level Teaching Assistant (HLTA) qualification and become a registered HLTA.	
MAIN DUTIES AND RESPONSIBILITIES	
Your main duties and responsibilities will include, but will not be limited to the following areas:	
<ul style="list-style-type: none"> • Assist the teacher to support the learning of the students. • Communicate with students in the classroom and provide support with activities as required. • Act as a conduit between learners in class and the teacher running the session remotely. • Control and monitor behaviour in class and report issues to the teacher. Record any incidents on Promonitor using college policies and procedures. • Liaise with teachers to ensure you are familiar with, and competent in, the content of the lesson. • Get the classroom ready for lessons and clear away afterwards as necessary. • Ensure all health and safety requirements are adhered to. • Help students to stay focussed during lessons. • Link effectively with curriculum and ALS teams to support learners. • Provide the necessary pastoral support in class and refer to appropriate support networks in college. • Complete administrative tasks to track progress of individual learners. • Run intervention sessions as required. • Complete marking in accordance with exam board guidelines. 	
OTHER	
<ul style="list-style-type: none"> • Positively promote the importance and benefits of English and maths to learners and staff. • Maintain excellent standards of customer care and provide a flexible and responsive service to all users. • A commitment to the provision of a high quality, student-centred service. • Perform duties to a high standard. • Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process. • To carry out such duties as may be determined from time to time within the general scope of the post. 	



TERMS AND CONDITIONS

Contract	IEG Business Support
Pension	Local government pension scheme
Holiday	30 days per year plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

APPLICATION PROCESS

Applications should submit an online application form detailing how they meet the essential criteria in the Person Specification. <https://www.ieg.ac.uk/work-for-us/>

Closing Date	16 August 2024
Interview Date	TBC

PERSON SPECIFICATION Higher Teaching Assistant - Maths

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS						
Education to A level standard in maths or have equivalent demonstrable knowledge and experience	E		✓			
Teaching Assistant qualification at minimum Level 2 (or willingness to work towards)		E	✓			
Minimum of Level 2 Literacy and Numeracy	E		✓			
EXPERIENCE						
Working to support learners with maths in some capacity	E		✓	✓		
Working with groups in an educational setting		D	✓	✓		
Experience in working collaboratively with colleagues, peers and external stakeholders		D	✓			
Managing challenging behaviours		D	✓			
KNOWLEDGE						
Full understanding of the GCSE maths specification		D		✓		
Knowledge of the GCSE mark schemes and methods required to gain marks		D		✓		
Awareness of learning difficulties/barriers to learning		D		✓		
KEY SKILLS						
A Commitment to; <ul style="list-style-type: none"> •Excellence •Prioritising the needs of students •Inclusivity and promotion of equality and diversity •Team working 	E			✓		
To be a good communicator able to work with a wide range of audiences	E			✓	✓	
Active listening skills to identify key issues and barriers to learning	E			✓		
IT literate and able to use college systems to include the Google suite	E			✓	✓	
To promote equality of opportunity throughout all aspects of College life, including employment and service delivery	E			✓		
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning	E			✓		
Evidence of a personal commitment to becoming a fully qualified HLTA	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour at all times	E			✓		✓
Good previous attendance record	E			✓		✓
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References