



**MAHARISHI SCHOOL**  
CONSCIOUSNESS - BASED EDUCATION

# **KS3-4 MATHS SPECIALIST TEACHING ASSISTANT JOB DESCRIPTION**

## **Salary & Hours**

Permanent post (subject to probationary period)

Salary: Full time £19,582.30; Pro-rata salary £13,027.60 term time plus 5 days,  
30.33 hours per week: 5 days per week Mon - Thur 8:50 - 4:00; Fri 8:50 - 3:30

RESPONSIBLE TO: Secondary phase Deputy Head

## **SUMMARY:**

To have an understanding of the requirements for maths at KS3-4. To be proactive in supporting the teacher in preparing, developing, maintaining and delivering appropriate resources and strategies to assist in teaching maths at KS3-4. To dynamically support teaching and learning in this specialist area through in-class support and by leading intervention groups up to GCSE foundation level. To be willing to cover lessons if required.

To assist with KS3/4 science lessons and preparation for science experiments as directed by the science teacher.

To have responsibility, under the direction of the senior leadership team and subject teachers, for wall displays throughout the secondary site.

## **DETAIL:**

### **1. GENERAL**

- Have a caring and positive attitude.
- Be a good listener.
- Be well organised, but flexible.
- Communicate effectively to pupils, parents and staff.
- Understand the needs of the pupils in your care.
- Be competent (and, ideally, experienced) in supporting groups of pupils in KS3-4 maths.

- Be experienced (or willing to be trained) to support science lessons, including preparation for science experiments.

## 2. **PUPIL DEVELOPMENT & WELL-BEING**

- Promote the approaches of Consciousness-based Education and encourage pupils in the use of the techniques of Transcendental Meditation.
- Form and maintain appropriate, professional relationships and boundaries with pupils and parents.
- Contribute to the health and wellbeing of pupils.
- Recognise signs of pupil discomfort/stress and offer reassurance/refer concerns to the school's safeguarding team.
- Report illness, or suspected, to the class teacher or other appropriate staff.
- Be aware of, and implement as necessary, strategies to assist pupils to respond positively to inclusion in intervention groups.
- Give positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and to develop self-reliance and positive self-esteem.
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards systems and praise.

## 3. **DETAIL/PRINCIPAL RESPONSIBILITIES:**

- Contribute to the development of a purposeful working atmosphere by implementing the school's policies and procedures, including support for the approaches of Consciousness-based Education (training provided).
- Comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment, including attending Safeguarding training as required.
- Understand and apply school policies and procedures as directed during induction, including confidentiality as outlined in the school's Code of Conduct.
- Participate in continuing professional development training required by the school to consolidate and update knowledge and practice.
- Maintain the skills necessary to support the use of ICT in learning activities.
- Under the direction of the subject teacher and/or Deputy Head, following agreed lesson plans, support the teaching and learning of groups or individual pupils in Key Stage 3 and deliver lessons to groups of Key Stage 4 pupils up to and including GCSE maths foundation level.
- Supervise/teach whole groups/whole classes under the direction of the class teacher/Deputy Head for agreed periods when the teacher is not present.
- Mark pupils' work under the direction of the class teacher, ensuring there are detailed and reliable records of each individual's progress.
- Support class teachers in the monitoring, recording and assessment of pupil progress. Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.
- Under the direction of teachers/Deputy Head, use support strategies appropriate to the needs of pupils and the subject.

- Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including ICT, to assist in teaching. Advise on the suitability of such resources including their appropriateness as necessary.
- Provide regular feedback on the pupils' learning and behaviour to the teacher/Deputy Head, including feedback on the effectiveness of support/intervention strategies adopted.
- Assist with KS3/4 science lessons and preparation for science experiments as directed by the science teacher (training provided).
- Create and maintain wall displays throughout the secondary site, under the direction of subject teachers and the Deputy Head.
- Support playground/break time supervision.
- Contribute to extra-curricular school clubs, as required.
- Accompany teachers and pupils on educational visits.
- Provide individual support, as required, during examination sessions.
- Invigilate tests and examinations as directed.