



Academic Assistant - Mathematics

Maths Academic Assistant Vacancy

**15 hours per week 8am – 4pm
Tuesdays and Thursdays
Permanent Contract Term Time Only
Start date 18/4/23
Kent Range 4: £19,389 FTE
Actual Salary £6,617.46**

THE ROLE

The Governors of DSTC wish to appoint a Maths Academic Assistant to join our busy maths department. The successful candidate will be:

- Positive and flexible team-player.
- A good understanding of Mathematics
- Enjoy a role encompassing both classroom support and administration
- Calm and approachable with the ability to support students who need a little extra help to access the Maths curriculum
- Proactive, able to use their initiative and understands the need to respect confidentiality

Person Specification

Detail	Examples	Essential	Desirable
Specific qualifications & experience	Successful experience working with children in a school environment maths GCSE Grade 5 and above or equivalent English GCSE Grade 4 and above or equivalent	 x x	X
Literacy	Good reading and writing skills	x	
Numeracy	Excellent numeracy skills	x	
Technology	Basic knowledge of ICT packages	x	
Verbal	Ability to use clear language to communicate information unambiguously	x	
Curriculum	Knowledge of the national curriculum key stage 3 and 4.		x
Child Development	Good understanding of the general aspect of child development		x
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	x	
Team work	Ability to work effectively with a range of adults	x	

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding.

Teaching morale in the school is high as we are all working to the same vision namely: "Everyone excels in all endeavours"

We have a culture of quality first teaching and high aspirations, which we use to show our girls that they can achieve. We believe all lessons should challenge, support and inspire girls to learn and be curious. The successful candidate must be able to support those who find the subject difficult whilst stretching the more able.

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn with very little disruption.

Some of our girls choose to come to us having passed the Kent selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies. Our pastoral care is excellent. Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

I look forward to receiving your application.

Yours sincerely

Anne Davis

Principal



OUR SCHOOL

Why work at Dartford Science and Technology College?

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on excellent pastoral care. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. In 2017 Ofsted graded the school Good overall and Good in each category and in March 2022 they said that DSTC continues to be a good school.

"The school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils' behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DSTC and 85% of parents who responded to Parent View would recommend DSTC to other parents" (Ofsted March 2022).

We are a Co-operative Trust school and are committed to supporting our workforce to be the best they can be. We can offer accelerated professional development with a personalised approach to developing all staff through coaching, mentoring and both internal and external training. Our new staff will have unparalleled opportunities to learn and bring excellent practice to bear in raising achievement for the students of DSTC.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15-minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

Additional Benefits:

- Free on-site parking
- Free tea /coffee
- Kent Reward Scheme
- Induction programme

HOW TO APPLY

An application form is available on our website www.dstc.kent.sch.uk, completed forms should be emailed to Susie Wells (Susan.Wells@dstc.kent.sch.uk) or posted to the school address. Applications by CV are not accepted. Applications can also be made online through Kent Teach. In cases where we receive a high volume of applications for a post we may bring the closing date forward. You are therefore advised to submit your completed application form as early as possible to avoid disappointment.

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

JOB DESCRIPTION MATHS ACADEMIC ASSISTANT

CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF

- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
 - To be committed to safeguarding and promoting the welfare of all young people.
 - To undertake annual safeguarding training.
 - To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
 - To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
 - To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

- To support the learning and achievements, primarily of Pupil Premium students, within mathematics.
- To support students with an Educational Health Care Plan as required.
- To support the learning and achievements of Year 7 students who arrive not secondary-ready on a departmental basis.
- To offer intervention sessions as directed.
- To provide departmental support as directed by the Director of Learning, for example:
 - Ordering and maintaining resources.
 - Provide clerical support including photocopying
 - Assist with departmental displays.
 - Assist with departmental clubs.
 - Accompany departmental visits if required.
 - Differentiated learning material for own intervention sessions, (with support where necessary.)
- To cover lessons as required on an ad hoc basis.(Top up payments will be made.)
- To invigilate internal and external exams as required.
- To input data as required.
- Such other duties as the Principal or Governors may from time to time require.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.