



**Ripplevale School**  
**Higher Level Teaching Assistant - Intervention Job Description**

**Name of Post Holder:**

**Post Title:** Higher Level Teaching Assistant – Intervention (Maths)

**Post Purpose:** The HLTA Maths Intervention role is aimed at supporting lower achieving pupils through targeted teaching in their areas of weakness, mainly in 1:1 sessions but sometimes in small groups. This position involves planning work, preparing resources, monitoring progress and reporting to relevant staff. The role is part of a successful intervention and therapy team.

**Reporting to:** SENCo / Numeracy Subject Leader/ Maths and English Intervention Lead

**Responsible for:** None

**Liaising with:** Deputy Heads, SENCo, Teachers, Numeracy Lead and support staff

**Disclosure level:** Enhanced

### **Teaching and Learning**

- Teach pupils 1:1 or in small groups to address attainment gaps.
- Use assessment data, from testing or school's assessment tool to plan intervention tasks
- Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.
- Be willing to learn about provision plans and EHCPs.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Use behaviour management strategies in line with the school's policy and procedures, to contribute to a purposeful learning environment.
- Create and maintain an appropriate learning environment and use effective resources to enhance learning.
- Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.

### **Monitoring and Assessment**

- To evaluate students' progress through a range of assessment activities.
- Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.

- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.
- To write headline reports and impact statements 3 times a year for students who are fully engaged in intervention.

### **Mentoring, Supervision and Development**

- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

### **Behavioural and Pastoral**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the school supervise students on planned visits and journeys.

### **Other**

- Undertake support activities outside of intervention. Eg. break/lunch time supervision, breakfast club, taxi duty.
- Cover other staff members, should cover be required.
- Any other duties required by the class teacher, SENCo or Headteacher, Deputy Heads that fall within the responsibilities of the post.
- At all times carry out duties with due regard to the school's Health and Safety Policy.
- To work within and encourage the school's Equal Opportunities Policy and contribute to diversity policies.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

### **Signatures:**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		HTLA- Intervention	
		Headteacher	