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Academic Assistant - Mathematics Job Pack

**Maths Academic Assistant
required from February 2020**

Permanent Contract

Term time only

**Salary - Kent Range 4
£17,498 FTE (Actual Salary £13,303)**

Closing date: Tuesday 7th January 2020 at 9am





We are looking for an Academic Assistant to support our Mathematics Department. Are you someone.....

- Who is a positive and flexible team-player looking to join a strong team of Maths Teachers?
- Who has a good understanding of Mathematics?
- Who would enjoy a role encompassing both classroom support and administration?
- Who is calm and approachable with the ability to support students who need a little extra help to access the Maths curriculum?
- Who is proactive, able to use their initiative and understands the need to respect confidentiality?

.....then this job vacancy is for you.



OUR SCHOOL

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on having small average class sizes and excellent pastoral care.

We are an Ofsted Good School (March 2017) where it was recognised that “all groups of pupils achieve well” and “the behaviour of pupils is good”. This has continued since that time and we remain determined to ensure that all students are challenged and reach their potential in all subjects.

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.

THE ROLE

We are looking for an enthusiastic and flexible Academic Assistant to provide support to our Maths Department. A good understanding of Mathematics and current teaching styles is essential as the successful candidate will support learning in Maths lessons, working with students individually and in small groups, as well as providing general administrative support to the Maths department. Experience in working with young people would be an advantage.

WHAT WE CAN OFFER YOU

Five days per week, term time only. This may be negotiable for the right candidate.

Salary - Kent Range 4: £17,498 FTE (Actual Salary £13,303)

Additional Benefits:

- Free on-site parking
- Free tea and coffee
- Kent Reward Scheme

HOW TO APPLY

An application form is available on our website www.dstc.kent.sch.uk, completed forms should be emailed to Lucy Jarvis (lucy.jarvis@dstc.kent.sch.uk) or posted to the school address. Applications by CV are not accepted. Closing date for applications: **Tuesday 7th January 2020 at 9am.**

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.

HOW TO CONTACT US

Dartford Science and Technology College
Heath Lane, Dartford, Kent DA1 2LY
Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Lucy Jarvis on 01322 224309 or by email to lucy.jarvis@dstc.kent.sch.uk

JOB DESCRIPTION

Post : Academic Assistant, Mathematics

Responsible to: Director of Learning, Mathematics

Hours per week: 34 hours
08.30 – 16.00 Monday - Thursday
08.30 – 15.00 Friday
30 minute (unpaid) break per day

Weeks per year: Term time only

KEY DUTIES, RESPONSIBILITIES and VALUES :

- To support the learning and achievements of Pupil Premium students on a departmental basis and those experiencing some difficulties in accessing the curriculum.
- 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:
 - ◊ Differentiated learning material for own intervention sessions.
 - ◊ Ordering and maintaining resources.
 - ◊ Provide clerical support including photocopying.
 - ◊ Assist with departmental displays.
 - ◊ Assist with departmental clubs and interventions.
 - ◊ Accompany departmental visits if required.
- To maintain usernames on MathsWatch and update class lists.
- Other general administrative tasks as directed by the Director of Learning.
- To invigilate internal and external exams as required.
- To input data onto SIMS as required.
- Such other duties as the Principal or Governors may from time to time require.
- Optional - to cover lessons within Mathematics as required on an ad hoc basis (to be negotiated - extra payments are available for this).

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.