



## Job Description

**Job Title:** Numeracy Intervention Assistant

**Reporting to:** Inclusion Coordinator/Head of Maths

**Grade:** 5

### **Purpose of the Post**

To work as part of the Maths department and Inclusion Team to lead intervention with students who require additional support by facilitating small group sessions aimed at typically years 7 and 8.

### **Main Duties and Responsibilities**

- Assist with testing procedures and subsequently identifying students that need additional support
- Coordinate students personalised timetables
- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Liaise sensitively and effectively with parents and carers with regards to their role in students' learning, ensuring confidentiality is respected.
- Deliver intervention programs to individuals and small groups, preparing relevant and appropriate learning experiences in conjunction with the Department staff.
- Discuss reasons for underperformance with students, through interview.
- Assist in the development of suitable intervention material.
- Establish professional, productive working relationships with students;
- Keep a log on students who undertake intervention and assist on the recording and reporting procedures.
- Contribute to reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence;
- To act as a Reader or Scribe for Exams if required
- Liaise regularly with the Head of Department, Inclusion Team and teachers to inform them of progress and provide relevant feedback.
- To attend meetings with identified key staff members to review and support progress
- Commitment to continued professional development

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work

- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.