**JOB DESCRIPTION: MATHS INTERN**

# Salary

£16,461

# Line of Responsibility

The Maths Intern is responsible to the Head of Key Stage 3 Intervention

# Line Management

The Head of Key Stage 3 Intervention is responsible for the performance of all staff within the department.

## Operational Responsibilities

* Plan work in accordance with departmental schemes of work.
* Take account of students’ prior levels of attainment and use them to set future targets.
* Maintain good discipline by following the school’s pupil disciplinary policies and procedures
* Establish a purposeful working atmosphere during all learning activities
* Set appropriate and challenging work for pupils
* Work appropriately with ‘special educational needs’ pupil and ‘gifted and talented’ pupils
* Work within a team of specialist staff responsible for providing literacy and numeracy intervention to Year 7 and 8 students as required.
* Keep appropriate records of pupils’ work.
* Mark and return work set in line with school policy.

## Conditions of Employment

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the Governing Body.
* To uphold the Academy’s policy in respect of child protection matters.
* S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers’ Pay and Conditions Document.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed

**POST OF MATHS INTERN: PERSON SPECIFICATION AND CRITERIA FOR SELECTION**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **WHERE IDENTIFIED** |
| **APPLICATION** | * Fully supported in reference * Well structured supporting letter |  | * Application form * Reference |
| **QUALIFICATIONS** | * Studying for an Undergraduate Degree * Minimum grade A maths A-Level | * Commitment to continuing professional development activities | * Application Form * Reference |
| **PROFESSIONAL ATTRIBUTES** | * Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation. | * Be willing to develop own practice to improve the student experience. | * Application Form * References * Interview |
| **PROFESSIONAL KNOWLEDGE AND UNDERSTANDING** | * Have a good, up to date, knowledge of the maths curriculum, common misconceptions and the application of maths in the wider world. | * Experience of leading small groups of students. * Have an understanding of the most effective teaching, learning and behaviour management strategies, and including how to select and use approaches that personalise learning to provide opportunities for all learners to achieve their potential. * Have an extensive knowledge on matters concerning equality, inclusion and diversity in teaching. | * Application Form * References * Interview |
| **PROFESSIONAL SKILLS** | * Plan for progression across the secondary age and ability range, designing effective learning sequences within and across a series of lessons | * Identify and explore links within and between subjects/curriculum areas in their planning. * Have teaching skills which lead to excellent results and outcomes. * Demonstrate excellent ability to assess and evaluate * Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge. | * Application Form * References * Interview |
| **PERSONAL ATTRIBUTES** | * A belief in the ability of all young people to Achieve success * A commitment to equality and diversity * High quality care guidance and supports for pupils and parents * A good health and attendance record * Evidence of being able to build and sustain effective working relationships with colleagues and peers. * Flexibility and adaptability in order to be able to mix and work with a wide range of people. | * Involvement in the extra-curricular development of children. | * Application Form * References * Interview |