



# Academic Assistant - Mathematics Job Pack

**Maths Academic Assistant  
required September 2022**

**One Year Contract**

**(in the first instance )**

**Part Time /Term time only**

**Salary - £18,517, FTE**

**(Actual Annual Salary £8,847 for 3 days)**

**2 or 3 days a week 8am- 3.30pm daily or similar**

**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.**

**Person Specification**

GCSE maths Grade 5 or above and English at a grade 4 or above (or equivalent)

The ability to work on your own initiative

A flexible approach

Ability and confidence to support students ages 11 -18

Good written and oral communication skills

Previous knowledge of the Key Stage 3 and above maths curriculum would be an advantage

Previous experience of working in a secondary school would be an advantage

Prior knowledge of SIMS would be an advantage

Dear Applicant

Thank you for your interest in working at DSTC.

Staff morale in the school is exceptionally high as we are all working to the same vision namely:

***'Educating and Empowering Citizens of the Future'***

Some of our girls choose to come to us having passed the Dartford selection test and we have a clear duty to ensure that they can reach the highest grades possible

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies.

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.

The successful applicant will join a popular and ever-evolving team of incredible support staff.

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](http://www.dstc.kent.sch.uk), completed forms should be emailed to Susie Wells ([Susan.Wells@dstc.kent.sch.uk](mailto: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. **Closing date for applications Monday 20 June 2022 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.*

Post: Academic Assistant, Mathematics

Responsible to: Director of Learning, Mathematics

Hours per week: TBA  
Term time only

Weeks per year:

#### **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).

#### **KEY DUTIES AND RESPONSIBILITIES:**

- 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.