

## Maths TA – Responsibilities

- Supporting individuals and small groups within the classroom, especially pupils who find learning difficult.
- Withdrawing individuals to work one-to-one outside the classroom, usually in the Maths Office.
- Scribing and reading for pupils who have exam concessions and are required to have this provision throughout the year
- Maintaining displays in classrooms and the corridors
- Department correspondence (letters, telephone calls)
- Administration of departmental data e.g. updating Sims, manipulating Sims and Excel to provide teachers with the evidence and analysis they request
- Photocopying for teachers
- Production of resources for teachers e.g. starter materials such tarsia cards, top trumps
- Ordering, monitoring and distribution of resources – stationary, books
- Management of teaching aids – worksheets, booklets
- Selling of equipment in the Maths office.
- Attend departmental meetings, take notes and type up minutes
- Keeping up- to-date records of all text books that are issued and ensuring that all books are returned at the end of the year.
- Responsible for ensuring that there are adequate supplies of shared resources. (Past papers, formula sheets, syllabi, work sheets).
- Responsible for the organisation of all test papers and exams papers including the distribution of record sheets.
- Filing in the maths office.
- Cleaning of classroom whiteboards and pupil whiteboards.
- Responsible for updating class lists and uploading work onto moodle and the online resource - 'my maths'