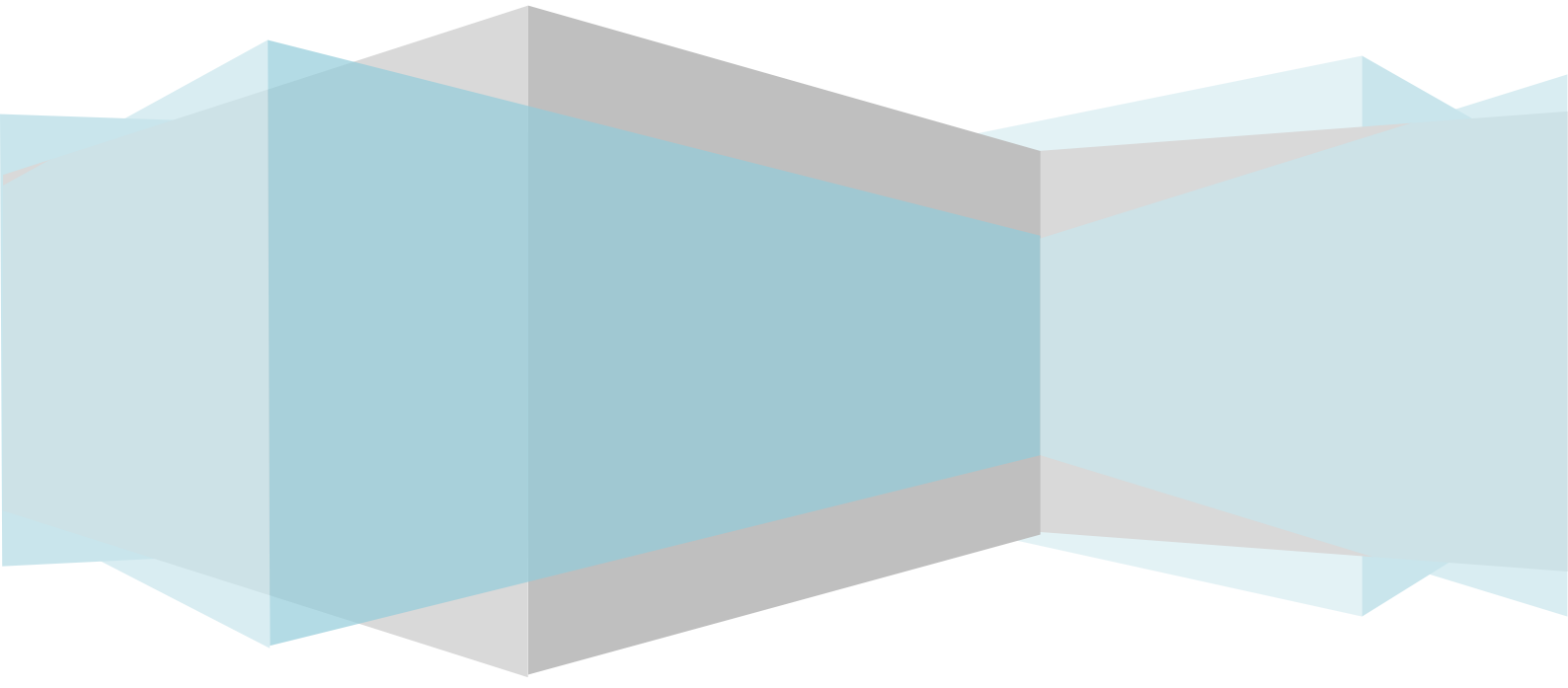
Rye College, Part of Aquinas

www.aquinastrust.org

Application Pack

Higher Level Teaching Assistant – Mathematics

Required: as soon as possible



Higher Level Teaching Assistant - Mathematics

We are seeking to appoint an enthusiastic, energetic, and adaptable Higher Level Teaching Assistant to support with Mathematics. They are required to hold GCSE and A-level Mathematics qualifications: a degree in Mathematics or related fields would be desirable.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Our ideal candidate will:

- Have experience or interest in working in an educational setting.
- Have a good standard of education in particular Mathematics and English.
- Have the ability to multi-task under pressure and able to juggle tasks at once.
- Have excellent organisational ability and the ability to effectively prioritise workload.
- Have excellent face to face customer service skills/experience.
- Have experience of resource ordering and dealing with suppliers.
- Have excellent attention to detail, who picks up on mistakes and rectifies problems before they arise.
- Demonstrate a willingness to become involved in the life of the college.
- Be enthusiastic, energetic, and open to innovation.
- Have integrity, optimism, and a good sense of humour.
- Possess effective communication skills and be emotionally intelligent.
- Possess effective ICT skills and be open to new uses of technology in the workplace.

In return, we offer:

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals.
- A motivated leadership team leading rapid improvement to the students' life chances.
- A college in which the students are enthusiastic, engaging, and thoughtful.

We would be pleased to welcome you for an informal visit to our college prior to application.

Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

The Application Process and Timetable

Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **Monday 23rd November 2026**

We reserve the right to withdraw the vacancy, should we find a suitable candidate

Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Interviews

Candidates will be invited for interview.

- Interviews: **To be advised**

Appointment

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

Applying

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to hrteam@ryecollege.co.uk. Alternatively, submit your application to **HR, Rye College, The Grove, RYE TN31 7NQ**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

October 2026

Dear applicant,

On behalf of our students, colleagues, and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. At Rye College, we are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change improving the standard of education and facilities at Rye College – ideal for ambitious and talented teachers to truly make a difference and build upon our most recent OFSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. We offer excellent opportunities for those who can deliver in the classroom and wish to progress their career.

We work to instil a sense of responsibility in all our students – a sense of ownership of their learning, of their college, of their actions and of the consequences. In today's complex world, children need both the knowledge and skills to compete in a global marketplace but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate individuals.

Our curriculum offer is simple: broad and balanced with an academic core. It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, maths, science, and the humanities with a broader offer of suitable academic, vocational and technical qualifications. In recent years, our students have found much success in the creative arts – and this is a commitment we see in our curriculum offer for the next academic year.

We are looking to recruit experienced and newly qualified teachers who want to raise standards through the creation of vibrant and innovative classrooms. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build an amazing college that delivers excellence for every one of our students.

In your application, please outline why you would like to join Rye College, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,

Dom Downes
Headteacher

Overview

Details

Remit:	**Higher Level Teaching Assistant - Mathematics**
Salary Full Time:	**Grade 8 Point 20 - £31,077.00 p.a.**
Actual Pro Rata:	**£26,612.74 p.a.**
Hours:	**37 hours per week, Monday to Friday**
Weeks:	**39 weeks (Term Time Only)**
Accountable to:	**Head of Mathematics**

The College

Our mission at Rye College is to 'create bright futures for all'. With this in mind, we work hard to ensure that every child is happy and well supported on their educational journey with us. We want every child to grow and flourish in our care.

Our college is set in the attractive heart of 1066 country and is a place where students feel safe and have space to learn. We pride ourselves on being a close-knit community where students are known as individuals and where their talents are nurtured.

We are part of a family of schools that serve the young people of Rye from two to sixteen years of age, truly making us a 'local community college'. We are driven by a pursuit of high academic standards regardless of start points and a desire for all students to experience an exceptional education.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Since November 2018, Rye College has been part of Aquinas - an educational trust of eleven schools in the south-east; we believe our students will benefit enormously from our shared ambition to excel. We are proud to be working together with Aquinas to build on our reputation for supporting students in realising their potential and going on to lead fruitful and productive lives.

As an organisation we focus on the professional expertise of our teachers and associates, providing continuing professional learning for colleagues in all roles. We believe our students benefit from creative approaches to teaching and a shared ambition to succeed.

We are proud of the positive reputation our schools have for supporting youngsters in realising their potential and going on to lead fruitful and productive lives.

Job Description

Job Title:
Higher Level Teaching Assistant - Mathematics

Job Purpose:
To complement the professional work of teachers by taking responsibility programmes under an agreed system of supervision. This may involve planning, preparing, and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

Main Duties/Responsibilities

SUPPORT FOR STUDENTS

• Assess the needs of students and use detailed knowledge and specialist skills to support students' learning
• Establish productive working relationships with students, acting as a role model and setting high expectations
• Promote the inclusion and acceptance of all students within the classroom
• Encourage students to interact and work co-operatively with others and engage all students in activities
• Promote independence and employ strategies to recognise and reward achievement of self-reliance
• Provide feedback to students in relation to progress and achievement
• Develop and implement IEPs
• Support students consistently whilst recognising and responding to their individual needs

SUPPORT FOR THE TEACHER

• Organise and manage appropriate learning environment and resources
• Provide objective and accurate feedback and reports as required on student achievement, progress, and other matters, ensuring the availability of appropriate evidence
• Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
• Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
• Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
• Produce lesson plans, worksheet, plans etc.
• Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
• Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
• Administer and assess/mark tests and invigilate exams/tests

SUPPORT FOR THE CURRICULUM

• Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs

• Deliver local and national learning and make effective use of opportunities provided by other learning activities to support the development of students' skills
• Use ICT effectively to support learning activities and develop students' competence and independence in its use
• Advise on appropriate deployment and use of specialist aid/resources/equipment
• Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds

SUPPORT FOR THE SCHOOL

• Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
• Contribute to the overall ethos/work/aims of the Academy
• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
• Attend and participate in regular meetings
• Participate in training and other learning activities as required.
• Contribute to the identification and execution of appropriate out of School learning activities which consolidate and extend work carried out in class.
• Deliver out of school learning activities within guidelines established by the Academy
• To support, uphold and contribute to the development of the academy's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
• Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
• Take the initiative as appropriate to develop multi-agency approaches to supporting students

Safeguarding

• Our school is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All colleagues have a key role and responsibility in this area.

Review

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the postholder's professional responsibilities, duties and grading.

Person Specification

KEY SKILLS & ABILITIES	Essential or Desirable
Ability to use language and other communication skills that pupils can understand and relate to	E
Able to converse at ease with all stakeholders and provide advice in accurate spoken English	E
Ability to establish positive relationships with pupils and empathise with their needs	E
Ability to demonstrate active listening skills	E
Ability to consistently and effectively implement agreed behaviour management strategies	E
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task.	E
Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	E
Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills	E
Ability to assist in the recording of lessons and assessment as required by the teacher	E
Ability to offer constructive feedback to pupils to reinforce self-esteem	E
Ability to work effectively and supportively as a member of the school team	E
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc	E
EDUCATION & QUALIFICATIONS	
GCSE and A-level in Mathematics	E
Degree in Mathematics	D
KNOWLEDGE	
Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	E
Knowledge of SEN Code of Practice	E
Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	E
EXPERIENCE	
Experience of supporting children in a classroom environment, including those with special educational needs	D
Experience of using IT to support pupils in the classroom	D
PERSONAL ATTRIBUTES	
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	E
Willingness to maintain confidentiality on all school matters	E

Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	**X**
Working with children/vulnerable adults	**X**
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	