

JOB DESCRIPTION

School:	St Clement's High School
Job Title:	Learning Mentor - Maths
Grade:	Scale D, Point 5- 6 £ 12.18/£12.38 hour) Salary £23,500-£ 23,893 FTE, based on a 37hr week – please note that the salary is pro rata - Approx £ 16,315 - £ 16,588
Hours/weeks:	30 hours/week, 39 weeks/year, (Term Time + 1 week)
Responsible to:	Head of Mathematics
Key relationships/Liaison with:	Head of Faculty Teachers, Students

Purpose of the Job

To support students in Maths, specifically those that are showing signs of underperforming.

Responsibilities

- Work on a one-to-one basis with students who have missed parts of the curriculum or who have specific weaknesses.
- Work with small groups of students during lesson times to either support their normal Maths lesson, or extend their understanding of specific topics.
- Work within a classroom supporting the class teacher to help aid pupils understanding.
- Lead the intervention programme for KS3 pupils during form time.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list.

Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 Maths qualification	✓		Appl/Ref
Level 3 Maths qualification		✓	

Experience	Essential	Desirable	How assessed
Significant experience of working with young people		✓	Appl/Int/Ref
Experience of working in a team	✓		
Experience of communicating with customers/clients		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Skills and knowledge to deal with student safety and behaviour	✓		Appl/Int/Ref
Setting high standards to staff and students by personal example	✓		
Committed to safeguarding and promoting the welfare of children and young people	✓		
Ability to work effectively under pressure	✓		
Ability to prioritise and meet deadlines	✓		
Commitment to continued personal development	✓		
Assimilate information quickly and prepare succinct summaries		✓	

Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
A willingness to relate to the local community	✓		
Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing			✓
Good ICT skills			✓

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int/Ref
Positive attitude to work	✓		
Supporting positive mental health within the school	✓		
Genuine concern for others	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference