

## Job Description

**Post title:** Mathematics Mentor (fixed term September 2022 – July 2024 (Two Year project funded by Richard Reeve's Foundation))

**Salary:** NJC point 10 £22,893 per annum

**Working Hours:** 35 Hours per week TTO plus some holiday intervention sessions in February half term and Easter holidays that will be paid on an hourly basis of £20 per hour.

**Report to:** Head of Mathematics, Deputy Headteacher and Headteacher

Main Duties	
Strategic Planning/ Operational	<ul style="list-style-type: none"> <li>Using specialist subject knowledge to develop, implement and evaluate clearly structured teaching and learning activities that are differentiated to the needs of students</li> <li>Alongside subject teachers, contribute to the planning, developing and delivery of personalised resources and sessions appropriate to the student's relative level of ability</li> <li>Using specialist knowledge, to work with subject teachers in identifying and assessing student needs accurately</li> <li>To provide whole class support, small group tuition or individual support to students as appropriate</li> <li>Assessing, recording and reporting on the development, progress and attainment of targeted students, providing feedback to the subject teacher</li> <li>To maintain and analyse records of student progress</li> <li>Leading targeted intervention group sessions that entail mentoring</li> <li>In-class support of targeted students</li> <li>Small group withdrawal sessions</li> <li>Before school and lunch time drop-ins</li> <li>School holiday intervention sessions (as agreed)</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>To attend department meetings and appropriate training as required to identify, discuss and target-set strategies to secure the progress and attainment of students</li> </ul>
Performance & Standards	<ul style="list-style-type: none"> <li>To keep accurate records of sessions, including topics covered &amp; tasks set</li> <li>To improve own practice, including through observation, evaluation and discussion with colleagues</li> <li>To engage with the whole school monitoring programme, CPD programme and Performance Management process for staff development purposes.</li> <li>To liaise with parents and carers as appropriate</li> <li>To work in accordance with our Beacon High values and policies</li> </ul>

- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to present themselves and to act in a professional manner at all times
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition

### **Qualifications/Experience/Personal Attributes**

- Educated to A Level/ degree level in relevant subject (minimum 2:2) (E)
- Excellent communication skills (both oral and written) (E)
- GCSE Grade A-C/9-5 in English and Maths (E)
- Experience of working with young people (D)
- Proven Microsoft Office skills (E)
- Good organisational and interpersonal skills and the ability to work to deadlines (E)
- An understanding of a school environment and the barriers students and parents/carers face in raising achievement (D)
- Understanding of and commitment to Beacon High's Values and aspirations (E)
- Understanding of the need for and commitment to maintaining excellent attendance and punctuality (E)
- Demonstrate energy, vigour, perseverance and a positive 'can-do' attitude along with a commitment to assisting others in your team (E)
- Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it (E)
- Hardworking, resilient and professional (E)
- Resourcefulness, enthusiasm and flexibility to work under pressure (E)
- Commitment to own continuing professional development and to supporting the professional development of others (E)
- Commitment to the highest levels of child protection (E)
- Commitment to working with disadvantaged young people (E)
- A commitment to all aspects of equal opportunities and inclusion (E)
- The ability to work during holidays as required (E)
- Enhanced DBS Disclosure, Overseas Police Clearances (if applicable) and two professional reference checks (E)
- Legal right to work in the UK (E)

### **Successful Candidate**

- Start date September 2022. Fixed term from September 2022 to July 2024.
- Salary £22,893 per annum.
- The Maths Mentor role is advertised on a full time basis, 5 days per week, term time.
- Monday to Friday from 8.00am to 3.30pm - plus some holiday intervention sessions in February Half Term and Easter Holidays that will be paid on an hourly basis of £20 per hour.