



## RAINHILL HIGH SCHOOL

### **Job Description**

**Job Title:** Academic Mentor - Mathematics

**Salary:** £24,000 pa

**Contract:** 37 hours per week, Mon to Fri 8.30am 4.00pm.  
(Fixed term until, in the first instance, to 31<sup>st</sup> August 2023, funded via NTP programme and Pupil Premium Funding)

**Responsible To:** Head of Maths Faculty

#### **Core Purpose of the Job:**

1. To support students (one to one and small groups) to access learning and to support teachers in enabling students to learn within the Maths Faculty.
2. Supporting learning through in-class support under the direction of the teacher through small group work, one to one work or other specific intervention (homework club, form time intervention, revision sessions etc)
3. Fulfilling the professional obligations of a department member including adherence to department policies and procedures, attendance of department meetings/briefings, duty supervision.
4. Preparing materials and resources (including resources for the department) to support learning.
5. Record keeping and evidence gathering to support the knowledge of students including marking.
6. Ensuring that students behave in accordance with school policy and reporting any such breaches that cannot be dealt with under your competency.
7. Contribute to exam support to students as required.
8. Assess, record and report on development, progress and attainment as agreed with the teacher/HoF/SLT.
9. Write reports and records using confidential student data as required.
10. Contributing to short, medium- and long-term planning through an increasing knowledge of subject areas, specifications, levels of attainment and assessment criteria.
11. To contribute, where requested by the class teacher, towards the design of a tailored programme for the pupil.
12. To liaise with the Class Teacher during the tuition period.
13. To provide feedback to class teacher to review progress at the end of the tuition period and agree next steps.
14. To attend relevant whole school meetings as required.
15. Communicate progress to teachers, Head of Faculty, SENCO, Parents, SLT and others as required.
16. Undertake any required training via NTP programme.

#### **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs; we should embrace the notion of 'continuous improvement'

### **Generic Responsibilities of all Rainhill Staff**

- a) To work consistently to uphold School's mission statement
- b) To work in a co-operative and polite manner with all stakeholders
- c) To work with Students in a courteous, positive, caring and responsible manner at all times
- d) To follow child protection procedures. To ensure that children's safety and wellbeing is never compromised.
- e) To always respect confidential matters.
- f) To undertake break duty responsibilities.
- g) To be polite, cooperative and positive when communicating to other staff
- h) To take an active and positive role in the school's commitment to developing staff, and the annual review procedures
- i) To work with visitors to the School in such a way that it enhances the reputation of the school
- j) To seek to improve the quality of the School's service
- k) To present oneself in a professional way that is consistent with the values and expectations of the School e.g. 1 professional, and appropriate, appearance at all times including when out of School, eg trips, CPD etc.

The post is subject to Enhanced Disclosure