

Executive Headteacher Mr D Gurney B.A. Hons / NPQH / NLE

Head of School Mrs S Roberts BSC. Hons / PGCE / NPQH

Job Description

Job Title: Maths Learning Mentor

Accountable to: Subject Leader of Maths

Main Duties:

- support the aims, ethos and mission of the academy
- support the maths department in ensuring that all learners receive a curriculum appropriate to their individual needs so that they fulfil their potential at the end of each key stage
- mentor an identified cohort of learners who are at risk of underachieving in science for whatever reason and monitor and evaluate their progress, offering them encouragement and advice as well as care, support and guidance in all aspects of their school life
- be involved in form time mentoring
- keep records of student progress, set targets and prepare appropriate materials to ensure that those who have been absent are able to catch up with the work and provide work for long term absentees
- support identified learners in the classroom
- work with small withdrawal groups to deliver a special programme; to address a specific need; to help them catch up; or to provide a safer learning environment
- provide extra-curricular opportunities to enhance learning
- do a duty before, after and during the school day
- support the organisation of and attend subject surgeries and contribute to the discussions about individual student's progress, attend trips and residentials as directed
- carry out administrative tasks where required
- attend meetings and CPD as required
- cover lessons for absent maths teachers
- undertake other duties as directed by the Head of School.