

Newlands Girls' School

JOB ACCOUNTABILITIES

Name: Maths Learning Mentor	Job Title: Maths Learning Mentor
Salary Scale: Scale 4 Points 7-11 (FTE £26,116 to £27,927)	Job number:
Hours per week: From Start Date (TBC), 24 hours per week term time only (includes 6.1 weeks paid holiday).	Actual Annual Salary: £14,749 (Point 7) to £15,772 (Point 11)

JOB PURPOSE

- To support individual students and groups of students in the completion of a wide range of learning activities.
- To identify specific barriers to learning and / or gaps in learning and provide support, motivation and guidance to help students overcome these obstacles according to individual needs.
- To assess the impact of intervention and adapt accordingly.

SCOPE OF JOB (Budgetary/resource control, impact)

- Working with children can be particularly emotionally demanding
- Having access to confidential information
- Working with groups of children
- Working on a one-to-one basis with children

POSITION WITHIN UNIT STRUCTURE

- Reports to Head of Maths
- Works with Senior and Middle Leaders, teachers, support staff and the SENDCO

KNOWLEDGE, SKILLS & EXPERIENCE

- Good levels of literacy and numeracy
- Sound ICT skills (mainly Word and Excel)
- Ability (with in-house training) to interpret student progress data
- Relate sympathetically to students
- Understand the educational aims and objectives of the school
- Be self-motivating and motivate others
- Have a commitment to on-going training and development
- Have a sound understanding of child protection issues
- Possess excellent communication skills

JOB ACCOUNTABILITIES

- Promote consistently high expectations of all pupils
- Promote and support inclusion for all pupils including those with SEN, EAL or with a physical disability
- Identify barriers to learning for pupils or groups of pupils and implement targeted academic and pastoral initiatives to support them in making good progress
- Develop action plans for pupils facing particular difficulties, and work with staff/parents/carers to put them in place
- Work in partnership with teachers and support staff to put in place strategies for individuals and small groups of pupils
- Meet regularly with Head of Maths to identify needs and actions
- Log agreed interventions and impact
- Promote students' independence
- Uphold high standards of behaviour
- Attend meetings with teachers and other professionals
- Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support
- Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety
- Support the attendance and punctuality of all pupils, and work to improve attendance rates where issues are identified, recognising how this links to pupils' wellbeing

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	GCSE English and Maths or equivalent		Exam certificates
Job Competence summary (knowledge, skills, abilities, experience)	Good computer skills in Word and Excel A satisfactory enhanced DBS check	Previous experience working with children Knowledge of KS3 and 4 maths curricula Experience of supporting students with numeracy and/or maths Experience of using Microsoft Office	Professional References/ Interview task Online DBS completed by school after interview Professional References/ Interview Professional References/ Interview task Professional References/ Interview Professional References/ Interview
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the School's English language fluency standard applies.	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

Every job description will be subject to review on an annual basis, or

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Post holder's signature _____

Name _____

Date _____

Manager's signature _____

Name _____

Date _____