



Maths/Numeracy Mentor

Job description

GRADE: Grade 4

REPORTS TO: Head of Maths

1. JOB PURPOSE

- (a) To support the delivery of Maths and numeracy skills to students at Key Stages 3, 4, and 5, including small group extraction work, in-class support, and 1:1 intervention to close learning gaps.
- (b) To contribute to the Maths Faculty by teaching a GCSE Resit class in the Sixth Form and providing personalised support to Year 11 students to enhance their learning outcomes.
- (c) To support the overall aims of the school, ensuring that students have the opportunity to develop their full potential, and to work within agreed policies and procedures that promote student well-being and achievement.

2. RESPONSIBILITIES AND ACCOUNTABILITIES

(a) Support for students

- Establish and maintain effective relationships with students, providing 1:1 support or group work to overcome barriers to learning.
- Provide support and intervention to GCSE students in Year 11 and the Sixth Form.
- Develop individualised action plans with students to improve their numeracy skills.
- Encourage student well-being by fostering good relationships and boosting their self-confidence.
- Liaise with parents/carers, providing them with resources and workshops to support their children's learning.

(b) Support for the school

- Work closely with the Maths Faculty, sharing expertise and resources to promote numeracy across the curriculum.
- Monitor and assess student progress, reviewing support programmes and adjusting plans as necessary.
- Contribute to the school's efforts to improve student attendance and motivation, particularly with those who may be disengaged from learning.
- Actively participate in school initiatives to raise achievement in Maths and support students in their numeracy development.
- Assist with resource preparation, primary liaison activities, and other tasks as needed to support teaching and learning in Maths.

(c) Support for parents and carers

- Liaise effectively with parents to ensure they are involved in their child's learning journey and provide support where necessary.
- Promote partnership working between home and school to enhance students' educational experiences.

(d) General Responsibilities

- Ensure compliance with all safeguarding, health and safety, and equality of opportunity policies.
- Attend staff meetings and contribute to the development of school policies and practices that promote the social inclusion and success of all students.
- Take part in the school's annual appraisal process and engage in continuous professional development to maintain effectiveness in the role.

3. SUPERVISION RECEIVED

- Supervision will be received from the Head of Maths, with additional guidance from the Senior Leadership Team (SLT) as needed.

4. CONTACTS

- Staff and students within the school
- Parents and carers
- Local authority representatives and other educational agencies providing specialist support

5. CATHOLIC LIFE

- Support whole school drives (charitable collections for example) as appropriate.
- All duties and responsibilities must be carried out in such a manner as to maintain and develop the Catholic ethos of the school.

6. OTHER

- This job description is not necessarily a **comprehensive definition of the post**.
- It will be reviewed annually.
- The post holder is expected to carry out any ad hoc responsibilities as requested by senior leaders and the changing needs of the school

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

The Multi-academy 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.