

## JOB DESCRIPTION

<b>School:</b>	<b>St Clement's High School part of West Norfolk Academies Trust</b>
<b>Job Title:</b>	<b>Learning Mentor - Maths</b>
<b>Grade:</b>	<b>Scale D, Point 5-6 Pay Award Pending</b>
<b>Hours/weeks:</b>	<b>30 hours/week, 39 weeks/year (Term time + 1) September Start Temporary Fixed Term Contract till 31<sup>st</sup> August 2026</b>
<b>Responsible to:</b>	<b>Head of Mathematics</b>
<b>Working With:</b>	<b>Head of Faculty Teachers Students</b>

### Purpose of the Job

To support students in Maths, specifically those that are showing signs of underperforming.

### Responsibilities

- Work on a one-to-one basis with students who have missed parts of the curriculum or who have specific weaknesses.
- Work with small groups of students during lesson times to either support their normal Maths lesson, or extend their understanding of specific topics.
- Work within a classroom supporting the class teacher to help aid pupils understanding.
- Lead the intervention programme for pupils during form time.

### Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This includes obtaining references and ensures compliance with the DBS process. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

## PERSON SPECIFICATION

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Level 2 Maths qualification	✓		Appl/Ref
Level 3 Maths qualification		✓	

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Significant experience of working with young people		✓	Appl/Int/Ref
Experience of working in a team	✓		
Experience of communicating with customers/clients		✓	

<b>Skills, Attributes and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Skills and knowledge to deal with student safety and behaviour	✓		Appl/Int/Ref
Setting high standards to staff and students by personal example	✓		
Ability to work effectively under pressure	✓		
Ability to prioritise and meet deadlines	✓		
Commitment to continued personal development	✓		
Assimilate information quickly and prepare succinct summaries		✓	
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
A willingness to relate to the local community	✓		
Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing		✓	
Good ICT skills		✓	

<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Ambition for self and others	✓		Appl/Int/Ref
Genuine concern for others	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference