

## **Job Description for the Post of Maths Mentor**

### **Introduction**

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

### **Responsible To**

To be responsible to the Head through the Head of Department.

### **Main Purpose of the Job**

To support GCSE students in identified classes to improve their mathematical knowledge, skills and confidence.

### **Main Tasks**

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To work with students in identified maths lessons to help them improve their knowledge, skills and confidence.
3. To implement GCSE key skills tests set by teaching staff. To ensure the tests are marked and returned to the students when they attend their next lesson.
4. To work with small groups of students during Form Time and at the end of the day to enable them to consolidate their learning.
5. To work with small groups of students during Form Time to help them prepare for their maths lesson that day. The main purpose is to help them understand key concepts so they can be consolidated by the tasks they complete in the lesson.
6. Undertake other duties as required in line with the grade and responsibilities of the post.