



# Queen Mary's Grammar School



## Job Description and Person Specification

<b>Job Title:</b>	<b>Academic Intervention &amp; Learning Behaviours Mentor (Maths specialism)</b>
<b>Grade / Salary:</b>	NJC SCP 9-17 Actual Salary: £11,087 - £12,676 (FTE: £27,254 – 31,022)
<b>Hours:</b>	17.5 hours per week, Term Time Only
<b>Purpose of Job:</b>	Contributing to the raising of attainment of individuals, or groups of students, who have been identified as underachieving in Maths at GCSE and A Level, or as likely to underachieve in those subjects
<b>Reporting to:</b>	Academic Interventions Mentor and Head of Maths

### Key responsibilities:

- Provide intensive curricular support in Maths to ensure targeted students achieve their potential.
- Support identified students to access the Maths curriculums in the most effective way, appropriate to their need and understanding.
- Assist and support teaching & learning through the development and delivery of a programme of effective learning behaviours in Maths
- Ensure effective use of Supervised Private Study by monitoring attendance, supervision and organising allocation of rooming, alongside the Cover Manager
- Develop and record individualised action plans for students who have been identified as requiring targeted support in Maths, taking into account any other plans already developed, such as SEND and including, as appropriate, regular one-to-one discussions with students for academic support or advice.
- Provide regular reports for SLT, Head of Year, Head of Departments and teaching staff to facilitate ongoing intervention programmes, using existing and future systems such as SIMS, CPOMS and Microsoft TEAMS.
- Monitor and record students' progress, keeping detailed records of progress towards identified goals and specific outcomes and assisting in the effective and speedy transfer of student information between phases.
- Ensure the effective academic transition of all students that enter the Sixth Form to study Maths
- Maintain regular contact with parents/carers as appropriate and encouraging positive family involvement in the learning process
- Promoting the ethos of the School, e.g. with regard to attitudes to learning, effective study habits, standards of behaviour, dress code, punctuality and attendance.
- Encouraging independence and self-motivation, ensuring that all students understand the importance of wider and deeper reading in Maths, "hinterland", cultural context and a general love of learning for learning's sake
- To prepare students for study at Higher Education, the Post-18 route for the vast majority of our students
- Administer privilege removal, where appropriate and linked to academic under-achievement, ensuring that appropriate learning behaviours are embedded
- To support the successful learning and participation of targeted students across a range of education activities, including "Block E" additional academic options, as well as extra-curricular opportunities.
- To liaise with staff, parent/carers, Social Services, LA officers, staff in other schools and other outside agencies as required.
- Working with 6<sup>th</sup> form student "Peer Mentors" to ensure a high-quality level of support.

### General Responsibilities:

#### To play a role, under the overall direction of the Headmaster, in:

- creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- contributing to the overall ethos and high academic achievement of the School;
- supporting outstanding teaching and learning, achievement and behaviour across the School.

**This includes:**

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in enrichment activities;
- taking on relevant responsibilities that are both essential or add value to the School community
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity;
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;
- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

**Other requirements:**

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- to carry out responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments);
- to carry out duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;
- Understand the importance of confidentiality and take all necessary steps to protect individuals' personal data according to GDPR, by following Mercian Trust policies and accessing all available training.

**Person Specification:**

This post may suit a candidate interested in progressing on to a teaching a career in the future. Queen Mary's Grammar School has developed excellent links with our teacher-training delivery partners.

**Personal Qualities and Professional Relationships:**

- To have studied Maths subjects at least to A Level, preferably with a maths degree
- To have a positive and motivated approach to work;
- To have an excellent customer service approach;
- To be able to work in a supportive and patient manner with all students;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To proactively engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities.

**Skills:**

- To be competent in the use of ICT and data entry, including SIMS and all Microsoft packages;
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation.

**Operational experience:**

- To have experience of working with and supporting young people;
- To have experience of using management information systems and/or online systems.

**Other:**

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment and priorities for learning.

*Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*