

**JOB TITLE:** Maths Learning Mentor  
**REPORTS TO:** Head of Maths  
**SUPERVISES:** Not Applicable  
**BAND:** Thurrock Band C  
**JOB PURPOSE:**

Work in partnership with teaching staff to identify and address the individual needs of students. Receive instruction and guidance from the Head of Maths regarding the academic targets to be set for each student

Deliver high-quality learning activities within the Maths department, supporting pupils in KS4. To promote progress, attainment and confidence in Maths through targeted support, intervention programmes and whole-class delivery where appropriate.

### **KEY CORPORATE ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve

To participate in Professional Development schemes and contribute to the identification of own team development needs

### **Principal Accountabilities**

#### **Teaching and Learning**

##### **Working under the supervision of a qualified teacher:**

- Plan, organise and deliver structured learning activities in mathematics for individuals, small groups and whole classes.
- Maintain regular contact with assigned pupils - to support, assist and enable them to meet the targets set and develop the attitude and skills to meet targets with less support.
- Support pupils in developing numeracy, mathematical reasoning and problem-solving skills.
- Adapt learning activities to meet the needs of all learners, including those with SEND or requiring additional support.
- Deliver targeted maths interventions and revision programmes, including support for GCSE preparation.
- Use assessment data to identify gaps in learning and adjust support to improve progress and attainment.
- Monitor and record pupil progress, providing clear and accurate feedback to staff and pupils.
- Contribute to the development and delivery of departmental schemes of work and resources.
- Prepare and use a range of engaging teaching materials, including maths-specific resources and ICT.
- Mark pupil work and support the administration of assessments and examinations.
- Provide classroom cover when required, ensuring continuity of learning.

#### **Behaviour and Inclusion**

- Establish a positive and structured learning environment that supports pupil engagement.
- Manage pupil behaviour effectively in line with school policies.
- Promote inclusion, ensuring all pupils can access learning and achieve their potential.
- Support pupils with additional needs, including implementing individual education healthcare plans where appropriate.

### **Department-Specific Responsibilities (Mathematics)**

- Support the Maths Department in raising attainment and improving pupil outcomes.
- Assist in delivering numeracy strategies and whole-school initiatives.
- Contribute to intervention programmes and catch-up support in mathematics.
- Develop and share maths resources to support teaching and learning.
- Support pupils who may lack confidence or experience barriers in maths learning.

### **General School Support**

- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required