

**HAYDON SCHOOL**  
**JOB DESCRIPTION – ACADEMIC MENTOR FOR MATHS**

<b>Post Title</b>		<b>Academic Mentor for Maths</b>
		Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Purpose</b>		Haydon School is looking for an enthusiastic person to work within the Mathematics department as an Academic Mentor for Maths at KS3. The successful candidate will work closely with the Head of KS3, teaching staff, Year Leaders and our SEN department to provide intensive and high impact support to our students, to raise the learning and attainment of students in Mathematics.
<b>Reporting to:</b>		Head of KS3 Maths and Assistant Headteacher
<b>Responsible for:</b>		Raising Maths attainment in Years 7 and 8.
<b>Liaising with:</b>		Head of KS3 Maths, Senior Leadership Team, Teachers and all support staff.
<b>Working time:</b>		195 days per year. Full time/fixed term contract finishing Friday 22 July 2022
<b>Salary/Grade:</b>		Scale 4 Point 7
<b>Disclosure level</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
		<ul style="list-style-type: none"> <li>• To increase skilled support within the Faculty by providing sessions of targeted intervention to small groups of students, so that students can access the curriculum, take part in learning and experience a sense of achievement.</li> <li>• Support teaching staff to assess student needs and progress and use detailed knowledge and specialist skills to support learning and promote student independence, self-esteem and social inclusion.</li> <li>• To create a fixed-term programme of support in conjunction with Head of KS3 which will focus on enabling students to engage in the normal programme of school activities, such as engaging in lessons.</li> <li>• To devise targeted monitoring systems in conjunction with Head of KS3 with a focus on developing students' independence and self-monitoring skills.</li> <li>• To provide regular feedback on progress to the Head of KS3 teachers within the Mathematics department, parents and related pastoral staff.</li> <li>• To be aware of difficulties the student may be having in the classroom and to work with both the student and teacher to find solutions to barriers to ensure that academic progress is being made.</li> <li>• To contribute to the wider life of the school and Department, such as break time duties, trips and extra-curricular clubs.</li> </ul>
<b>Staffing</b>		<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>

<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>• To provide reports as and when required.</li> <li>• To help to implement school quality procedures and to adherence to those.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To actively review methods of teaching and programmes of work.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> <li>•</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communication in the school</li> </ul>
<b>Additional Duties:</b>		To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
<p><b>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</b></p> <ul style="list-style-type: none"> <li>• To promote actively the schools corporate polices.</li> <li>• To continue personal development as agreed</li> <li>• To actively engage in the staff review and development process.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>		
<p>Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school</p>		
<p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

**DATE: OCTOBER 2021**