

JOB DESCRIPTION

Job Title: Maths Mentor

Grade/Salary Range: Unqualified Teacher Range

JOB PURPOSE

To work within the Mathematics Department with identified students to improve progress.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Assistant Headteacher, Data and Reporting.

MAIN DUTIES AND RESPONSIBILITIES

- Identify targeted students — In conjunction with the Maths team use assessment data, class performance and teacher feedback to identify students who require targeted mathematics intervention.
- Deliver small-group maths teaching — Plan and teach focused small-group mathematics sessions to address specific gaps in knowledge and skills.
- Manage the online Maths tutoring programme — Oversee after-school online tutoring for selected students, using data to inform targeted approaches and monitoring attendance and progress.
- Liaise with maths staff — Work closely with the mathematics team to coordinate interventions, share insights and ensure consistency of support.
- Mentor identified students — Support students in overcoming barriers to learning, improving confidence, motivation, attainment and overall achievement.
- Track and monitor progress — Maintain accurate records of student progress, intervention impact and next steps.
- Support in lessons — Observe and assist identified students within classroom lessons when required.
- Teach post-16 GCSE Mathematics — Deliver GCSE Maths teaching to a small cohort of post-16 students, who need to resit.

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- No direct budgetary responsibility.

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.
Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: June 2026

Safeguarding Statement:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION

Job Title: Maths Mentor

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	- English and Mathematics 9 – 4 /A* – C at GCSE level - Relevant Level 3 Maths qualification	Degree in Mathematics
Competence Summary (Knowledge, abilities, skills, experience)	- Able to motivate and encourage students - Experience of in-class support in a secondary setting - Ability to work independently, managing own caseload and meeting deadlines without close supervision - Able to confidently and professionally communicate with students, families, teachers and external agencies	Experience of writing, reviewing and maintaining reports and documentation
Work-related Personal Requirements	- Values-driven, reflective practitioner who is aligned with the school's ethos of belonging, inclusion and academic excellence - Actively enjoys working with children and has empathy with students and is sympathetic to their needs - Professionally discreet and able to respect confidentiality - Flexible approach to tasks - Firm, sensitive and effective approach towards student discipline - Willing to work as part of a team - A willingness to learn. - Good communicator both written and oral. - The ability to understand the needs of children and young people	Ability to plan own role in lessons including how feedback will be provided to students and colleagues on students' learning and behaviour
Other Work Requirements	- Patient and resilient - Suitability to work with children - Fluent in spoken and written English to an appropriate level for the role - Right to work in the UK	