



**COCKBURN**  
MULTI-ACADEMY TRUST  
TRANSFORMATION TO EXCELLENCE



# Recruitment Booklet

Learning Mentor – Maths

## **Job Description - Learning Mentor – Maths**

**Post:** Learning Mentor – Maths  
**Required:** September 2024  
**Pay scale and salary:** B3 - SCP 7 to 11, £24,294 - £25,979 (FTE)  
£20,895 - £22,344 actual salary  
**Contract Type:** Fixed term (12 months)  
TTO plus 5 days  
**Hours of work:** 37 hours per week

**Accountable to:** Subject Leader of Maths

### **Main Duties:**

- support the aims, ethos and mission of the Trust
- support the department in ensuring that all learners receive a curriculum appropriate to their individual needs so that they fulfil their potential at the end of each key stage
- mentor an identified cohort of learners who are at risk of underachieving in Maths for whatever reason and monitor and evaluate their progress, offering them encouragement and advice as well as care, support and guidance in all aspects of their school life
- be involved in form time mentoring
- keep records of student progress, set targets and prepare appropriate materials to ensure that those who have been absent are able to catch up with the work and provide work for long term absentees
- support identified learners in the classroom
- work with small withdrawal groups to deliver a special programme; to address a specific need; to help them catch up; or to provide a safer learning environment
- provide extra-curricular opportunities to enhance learning
- do a duty before, after and during the school day
- support the organisation of and attend subject surgeries and contribute to the discussions about individual student's progress, attend trips and residential as directed
- carry out administrative tasks where required
- attend meetings and CPD as required
- cover lessons for absent Maths teachers
- undertake other duties as directed by the Head of School and/or Executive Headteacher.



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



## Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

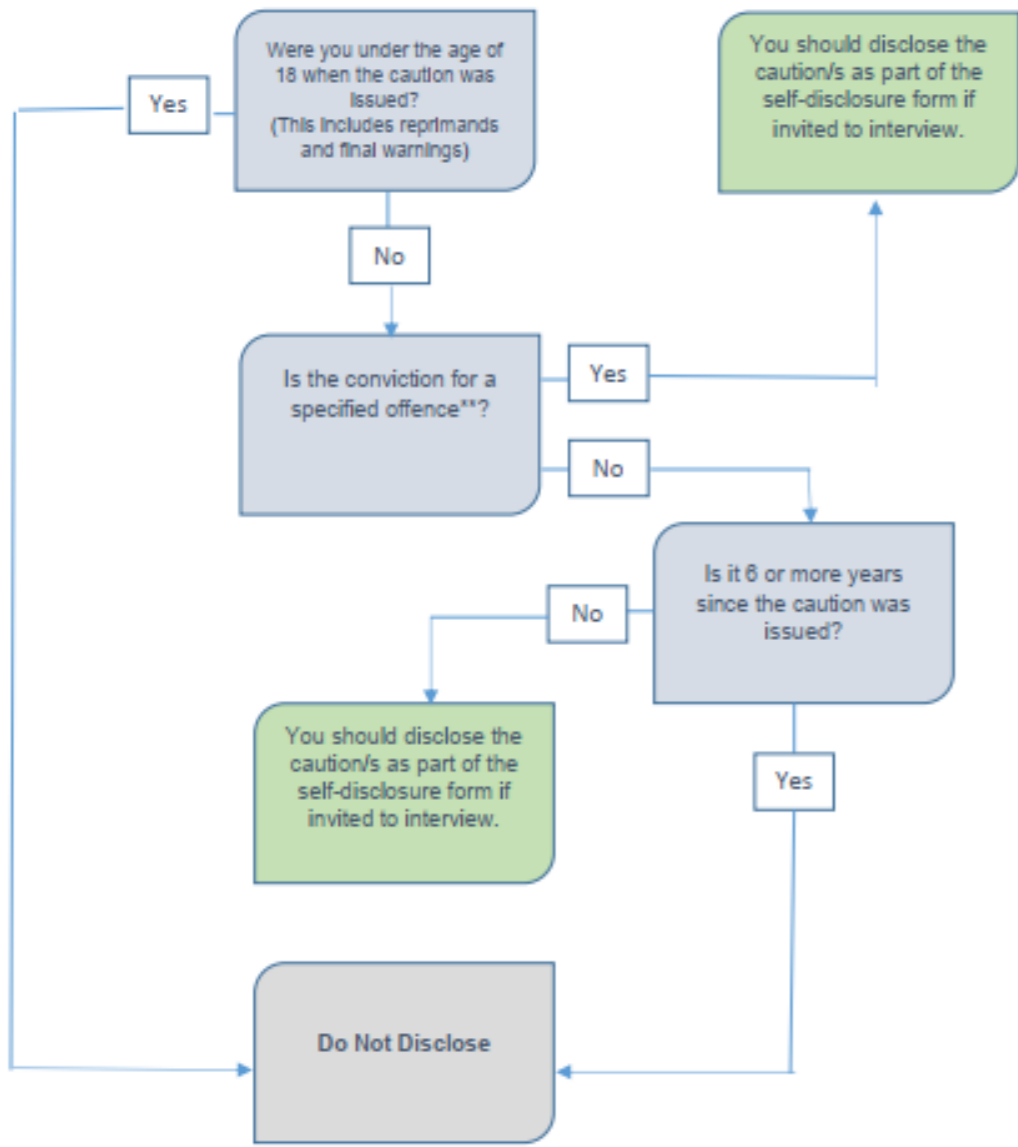
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Either: NVQ level 3 for Teaching Assistants or Equivalent qualification or degree or Relevant experience working in a similar role	*		A/Q
5 GCSE's A* - C/9-4 including English and Mathematics	*		A/Q
A-level/Degree in relevant subject		*	A/Q
<b>KNOWLEDGE/SKILLS</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Excellent numeracy/literacy skills	*		A/Q/R/S
Ability to engage children and young people (CYP) to develop a love of learning	*		A/R/S
Work constructively as part of a team	*		A/R/S
Ability to accurately identify, monitor, record and reports on student progress	*		A/R/S
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
Working knowledge of national curriculum and other relevant learning programmes/strategies	*		A/R/S
Effective use of ICT/technology to support learning	*		A/R/S
Understanding of needs of SEND and SEMH students & ability to adapt support to meet these needs	*		A/R/S
Understanding of classroom roles and responsibilities and your own position within these	*		A/R/S
Ability to self-evaluate learning needs and actively seek learning opportunities	*		A/R
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MOA</b>



Experience of working with children of relevant age	*		A/R/S
Experience of supporting children and young people within a classroom environment		*	A/R/S
Experience of working with individuals with Special Educational Needs & Disabilities and/or Social, Emotional, Mental Health Needs		*	A/R/S
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
A passion for education and making a difference	*		R/S
Excellent & confident communicator	*		R/S
Effective team member	*		R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education can be a demanding job and approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		R/S
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
<b>This role is subject to a satisfactory enhanced DBS check</b>			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	



**Disclosure of a Caution**  
(this includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dbc-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Disclosure of a Conviction**  
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

\*[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

\*\*<https://www.gov.uk/government/publications/dbc-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

