



## JOB DESCRIPTION

**Title:** Maths Circle Mentor  
**Responsible to:** EMS teacher / supervisor

### Job Purpose

To support students from all backgrounds to achieve mathematical excellence, so that they go on to have a greater and richer range of future personal, employment and economic choices. To do this by enriching the mathematical experiences of students, enabling them to enjoy mathematics and identify as mathematicians.

### Main Responsibilities

1. Provide mentoring for KS3 students
2. Reflect and report on the progress made by mentees
3. Actively engage in training and development

#### 1. Provide mentoring for KS3 students

- 1.1 To support a group of 6 students to develop their problem solving through weekly online Maths Circles (30 weeks from September or 20 weeks from January)
- 1.2 To encourage students to think for themselves
- 1.3 To use good questioning as a catalyst for deep and sustained learning
- 1.4 To encourage students to be Adventurous, Articulate and Accepting when tackling problems in their Maths Circle
- 1.5 To use online platforms including Microsoft Teams, Whiteboard Fi and Jamboard to facilitate learning and collaboration
- 1.6 To answer enquiries from students, parents, and teachers, providing advice and guidance regarding the courses on offer at EMS

#### 2. Reflect and report on the progress made by mentees

- 2.1 To complete a weekly attendance register
- 2.2 To complete a weekly feedback form
- 2.3 To join a weekly post-session meeting with mentors and an EMS teacher to reflect on successes and opportunities for development
- 2.4 To reflect on ideas, issues and suggestions raised by EMS teachers and other mentors, to maximise progress for participants

### **3. Actively engage in training and development**

- 3.1 To actively participate in training sessions prior to beginning the mentoring
- 3.2 To attend weekly training sessions online with an EMS teacher to prepare for the following Maths Circle
- 3.3 To review material as directed by the EMS trainer, to ensure you are prepared for the next mentoring session
- 3.4 To seek and act on feedback from EMS teachers and other mentors
- 3.5 To actively reflect on your mentoring and work to develop best practice over time

### **4. Additional Duties**

- 4.1 To promote a teaching, learning, and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality
- 4.2 To be responsible for safeguarding and promoting the welfare of students
- 4.3 To maintain the confidentiality of staff and student/family information
- 4.4 Promote and conduct your professional duties and responsibilities within the parameters of the School's and MESME's (Mathematics Education for Social Mobility and Excellence) agreed values and aims