



Job Description

Maths Circle Mentor (Part-time and Temporary)

Job Profile

The purpose of the MESME Maths Circles is to support pupils from all backgrounds to achieve mathematical excellence, so that they feel more confident as mathematicians and can go on to have a greater and richer range of future personal, employment and economic choices. Maths Circles facilitate this by enriching the mathematical experiences of students, enabling them to enjoy mathematics and identify as mathematicians.

Sessions will take place online and in-person on Wednesday afternoons between 16.00 - 17.30, during term time. Pay is for 2.5 hours per online session, and 3.5 hours per in-person session. This covers the one-hour mentoring session, the weekly training prior to the session and evaluation of pupils' learning and the mentoring scheme itself as outlined below. In-person sessions are anticipated to be three sessions in every ten sessions, though this may be subject to change. There will be a maximum of 30 sessions in total up until early July 2023 and for reasons of continuity, applicants are expected to be available for the full duration of the programme. We also aim to conduct additional mentor training sessions throughout the year.

Main Responsibilities

- Provide maths mentoring for a small group of pupils from year 7, 8 and 9 (ages 11-14) from north London schools.
- Reflect and report on the progress made by pupils.
- Actively engage in training and development.

Provide mentoring for KS3 students

- To support a group of 6 students to develop their problem solving through weekly online or in person Maths Circles.
- To encourage students to think for themselves.
- To use good questioning as a catalyst for deep and sustained learning.
- To encourage students to be adventurous and articulate when tackling problems in their Maths Circle.
- To use online platforms such as Zoom and others to facilitate learning and collaboration.

Reflect and report on the progress made by mentees

- To complete a weekly attendance register.
- To complete a weekly feedback form.
- To join meetings to reflect on successes and opportunities for development.
- To reflect on ideas, issues and suggestions to maximise progress for participants.

Actively engage in training and development

- To actively participate in training sessions prior to beginning the mentoring.
- To attend weekly training sessions online to prepare for the following Maths Circle.
- To review material as directed by MESME and Imperial College London Mathematics School's Outreach and Admissions Coordinator as well as their Lead Mentor, to ensure you are prepared for the next mentoring session.
- To seek and act on feedback from the MESME co-ordinator and other mentors.
- To actively reflect on your mentoring and work to develop best practice over time.

Additional Duties

- 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.
- To be responsible for safeguarding and promoting the welfare of students.
- To maintain the confidentiality of staff and student/family information.
- Promote and conduct your professional duties and responsibilities within the parameters of the School's and MESME's (Mathematic Education for Social Mobility and Excellence) agreed values and aims.

September 2023