



## Learning Mentor

### King's College London Mathematics School

- Fixed-term (1 year)
- Part time (0.6 FTE)
- Start date 1 September 2025
- Full-time salary £27,928 - £38,721, pro rata, depending on experience

#### Job pack contents:

- Application procedure
- Information about King's College London Mathematics School, and the post;
- Job description;
- Person specification.

## Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on our website.

Applications should be made electronically in Word or PDF format by email to [kclmsvacancies@kcl.ac.uk](mailto:kclmsvacancies@kcl.ac.uk). Enquiries may be made to Tom Collins, Deputy Head, using the same email address.

Closing date: 9:00 on Fri 11 July 2025

Interviews will be arranged as applications are received with the following dates reserved for interviews: Wed 9 July, Fri 11 July, Fri 18 July.

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

## **King's College London Mathematics School (KCLMS)**

<https://www.kingsmathsschool.com/>

King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best institutions. The state-funded school was opened in September 2014 by King's College London, and since then its students have consistently achieved unparalleled attainment and progress through A Level results that have established the school as the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK. The school was recently awarded State Sixth Form School of the Decade by The Sunday Times.

### **The curriculum**

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle. The school's educational ethos involves supporting students' future fulfilment by enabling confident self-expression both within and without our curriculum.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including the STEP (Sixth Term Examination Paper, set by the University of Cambridge). They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

### **The link to King's College London**

King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2020*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. Strategic oversight is provided by the university through the school's governance structures, and academics from the faculty of Natural, Mathematical and Engineering Sciences interact with KCLMS students by teaching extension programmes and mentoring groups of students working on extended research projects.

### **Site and Size**

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from King's College London's Waterloo campus. The school has 150 students split between year 12 and year 13.

### **Admissions Policy**

KCLMS operates a selective admissions process. The key entry requirements are:

- At least seven GCSEs at grade 5-9, including: Mathematics (grade 8 or better), Physics or dual award science (grade 7 or better), and English Language (grade 5-9);
- A threshold score in a mathematical entry test set by KCLMS;
- A successful interview in which the school will further assess applicants' ability to benefit from the experience of attending a specialist mathematics school.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

### **Outreach**

KCLMS aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more disadvantaged backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels.

## **Why work for King's Maths School?**

At King's Maths School we are proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Benefits include:

- Being part of a small, knowledgeable, and fun team.
- The opportunity to work with young people who are deeply curious, focused, and ambitious.
- A highly collaborative work ethos including weekly group lesson planning.
- A progressive staff wellbeing policy that includes access to an in-school counsellor.
- Better than industry standard family leave benefits, including for adoption and surrogacy.
- 3 flexible discretionary annual leave days per year that can be used during term-time to go to events or opportunities that would otherwise be difficult for teachers to attend.
- More holiday allowance than other state schools.
- A later start, with lessons commencing at 09:15.
- A cycle to work scheme (we have staff changing and shower facilities on site), educational discount at the Apple Store, access to King's College London's research, learning and prayer facilities, and subsidised KCL gym use.
- Opportunities to attend a range of cultural events for free as part of our cultural programme, including theatre shows, orchestra performances, sporting events, art galleries and museums.
- A bean to cup coffee machine – we know the importance of caffeine!

## **Learning Mentor**

The school is seeking to appoint a passionate and inspiring educator to support students, primarily on a one-to-one and small group basis. The Learning Mentor will have three main areas of responsibility. Firstly, provision of Academic Literacy support to students in small groups or one-to-one sessions. Secondly, working with the Special Educational Needs Coordinator (SENCO) to provide regular support for students with special educational needs and disabilities, including one-to-one check-ins and study skills support. Thirdly, contributing to the broader academic and cultural literacy of the school by promoting academic literacy and managing the programme of trips and visits known as King's Kulture.

Our students come from a wide range of schools and backgrounds, united by an interest in mathematics. All students participate in a year-long collaborative research project in Year 12, called the King's Certificate, mentored by a professional from industry or academia. The project culminates in a presentation to parents and peers and an academic paper. The learning mentor's work helps us to ensure all students thrive at the school and beyond by supporting their engagement with written aspects of the mathematics and physics A Levels as well as the schools' extension curriculum.

The school has an above-average proportion of students with SEND. As an academically selective school with an ambitious and engaging curriculum, it is a regular occurrence for small numbers of students who have previously been able to mask aspects of neurodiversity to discover a need for support during their time at KCLMS. The learning mentor will work with the SENCO to provide support for these students as well as assisting with some SEND-related administrative tasks.

Funded by the Friends of KCLMS charity, the school currently offers free trips to galleries, exhibitions, plays, musicals, sports fixtures and more through the King's Kulture programme. The learning mentor takes responsibility for ensuring a wide range of opportunities are on offer to broaden students' experiences and perspectives.

The successful candidate will have strong academic credentials and interpersonal skills. They may already have a proven record of outstanding learning support and academic mentoring, or they may be new to the profession, in which case they would be supported by the school's thorough mentoring programme.

The post will commence from 1 September 2025

# Job description

<b>Post title</b>	Learning Mentor
<b>Responsible to</b>	Special Educational Needs Coordinator

## Role outline

The Learning Mentor will be responsible for the provision of Academic Literacy support, including through the preparation and delivery of high quality one-to-one and small group sessions. They will also be responsible for the provision of one-to-one support for students with Special Educational Needs or Disabilities both inside and outside of the classroom. The post holder will also be responsible for contributing to the broader academic and cultural literacy of the school, including by creating opportunities for students to engage with these vital areas.

## Summary responsibilities and Activities

### Learning, teaching and assessment:

- Preparing and delivering Academic Literacy support sessions for KCLMS students including sessions for students for whom Academic Literacy is a barrier to learning, and those for whom English is an Additional Language;
- Understanding the needs of KCLMS students who have additional learning support needs (including SEND), and providing small-group support, and individual support outside of lessons, to promote their academic attainment;
- Measuring and tracking the progress made by students receiving academic literacy support;
- Supporting students to access learning resources, for instance through the school library and online resources;
- Being committed to one's own professional development and identifying and responding to one's own training needs, thereby exemplifying that "at KCLMS, teachers are learners too";
- Providing feedback on students' progress.

### Whole school literacy:

- Supporting the development of literacy throughout the school for instance through the creation of academic literacy support resources;
- Supporting the development of cultural literacy across the school, including planning and leading trips and visits that make use of London's many attractions.

### Care, guidance and support:

- Contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at King's College London Mathematics School;
- Prioritising at all times the safety and well-being of the students by following the Welfare & Safeguarding policies.
- Ensuring that all students observe KCLMS policies relating to dress, behaviour and other matters, and that they take proper care of KCLMS's environment and resources.

### Broader responsibilities:

- Planning, supporting or leading offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided);

- Attending training days in reasonable proximity to the start or end of the KCLMS terms (usually, within three working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- Taking a share of the duties around student supervision;
- Providing cover for absent colleagues;
- Participating in arrangements for students' supervision during public examinations;
- Complying with all school policies;
- Maintaining confidentiality of staff and student/family information;
- Demonstrating a commitment to equal opportunities, and to the promotion and safeguarding of the welfare of students and staff at the school;
- Undertaking such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the School.

**As a member of staff:**

- To contribute to a programme of after-school and lunchtime academic enrichment and co-curricular activities, which may sometimes require reasonable evening or weekend commitments, some of which will be offsite.
- To participate in recruitment events such as Open Evenings, Taster Days and Interview Days, some of which take place on weekday evenings or at weekends; to lead or assist offsite trips and visits
- To contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at KCLMS.
- To provide cover for absent colleagues, and participate in arrangements for students' supervision during public examinations.
- To undertake any other duties which may be reasonably required by Senior Leaders.

# Person specification

## Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

We don't want potential candidates to be put off if they believe they do not meet every one of the criteria as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. ***We would encourage you to apply, even if you don't believe you meet every one of our criteria described.***

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED  AP      Application I      Interview R      References TL      Taught Lesson
<b>Education/qualification and training</b>			
Excellent grades at A-Level or equivalent qualifications	X		AP
Good honours degree in a subject requiring strong academic literacy	X		AP
Qualified Teacher Status		X	AP
PGCE		X	AP
<b>Experience</b>			
Experience of teaching academic literacy skills		X	AP, TL, R
Experience of supporting high-attaining students with SEND		X	AP, TL, R
Experience of providing care, guidance and support to 16-18 year olds		X	AP, I
<b>Knowledge/skills</b>			
Ability to quickly create effective rapport and a constructive relationship with students	X		TL
Excellent communication skills, both written and verbal	X		AP, I
Excellent organisational skills, including keen attention to detail	X		AP, I
Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly	X		AP, I
Knowledge of the needs of SEN(D) learners		X	AP, I
<b>Personal characteristics/other requirements</b>			
Commitment to the educational vision and the mission of King's College London Mathematics School	X		AP, I
Commitment to own self-development	X		AP, I
Capacity to take initiative, to innovate and to motivate oneself	X		AP, I
Ability to work independently as well as part of a team	X		AP, I
Integrity and reliability	X		AP, I

**Safeguarding**

King's College London Mathematics School is committed to safeguarding the welfare and well-being of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

**Equal opportunities**

Our staff are amazing – they inspire students, have great ideas, and help make King's Maths School a fantastic place to work. We are committed to ensuring that we are always recruiting, retaining, and promoting a diverse mix of colleagues because we know that for our students to succeed they need a staff body with a broad range of ideas, skills, and experiences.

**Applicants with disabilities**

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact the Business Manager, Tanya Waddingham, by emailing [KCLMSbusinessmanager@kcl.ac.uk](mailto:KCLMSbusinessmanager@kcl.ac.uk).

Thank you for your interest in King's College London Mathematics School.