



INFORMATION FOR CANDIDATES

Huxlow Academy

Behaviour and Inclusion Mentor (Maternity Cover until 30th November 2026)

Contract: 37 hrs per week/39 weeks per annum

Contracted Hours: Mon to Thurs 08:30am to 4.30pm/Fri 08.30 - 4.00pm (inc of 30 mins unpaid break)

Remuneration: Grade G/Points 8 -13 Actual £23,071 - £24,998(FTE £26,823 - £29,064)



"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

www.tovelearning.org.uk

WELCOME FROM KIM ISAKSEN

Headteacher, Huxlow Academy



Huxlow Academy, located in Irthlingborough, East Northamptonshire, is a medium-sized 11-18 Secondary Academy known for its inclusive ethos and commitment to providing the very best opportunities for our diverse student body. The strong bonds between students, staff, and the wider community make Huxlow Academy a truly rewarding and fulfilling workplace. If you are passionate about making a positive impact on young lives and thrive in a supportive team environment, I encourage you to apply.

In June, we welcomed a long-awaited visit from Ofsted, resulting in a commendable Good rating for behaviour and attitudes, leadership and management, personal development, and sixth form provision. This recognition reflects our ongoing commitment to excellence and the hard work of our dedicated staff and students.

Our academic achievements this year are a testament to the rapid improvement and progress we have made. Our GCSE and A Level results have been outstanding, with this year's GCSE results ranking among the best in the academy's history. When comparing notional data with other schools in North Northants, it is clear that Huxlow students excelled this year due to unapologetically high expectations, strong relationships and bespoke support. These accomplishments underscore our dedication to our vision for all students to "Thrive through Excellence."

Inclusion is at the heart of all we do, providing a universal offer in the classroom which ensures we know our students well, and tailor our curriculum and its implementation to meet the needs of every learner. We prioritise wellbeing and a sense of belonging is promoted through our 'Huxlow Way'

At Huxlow Academy, we remain steadfast in our commitment to providing the highest standards of education and support. We are passionate about nurturing an environment where every student can achieve their full potential, both academically and personally.

We are confident that you will be impressed by our school improvement journey, and we eagerly await your application to join our team.

Please do not hesitate to contact me if you have any questions or require further information about the role or our school.

Kim Isaksen

Headteacher - Huxlow Academy

An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have three primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success. You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

TOVE LEARNING TRUST SCHOOLS

📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School
- Wootton Primary School

📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Behaviour and Inclusion Mentor Job Advert



We are seeking to appoint a Behaviour & Inclusion Mentor (Maternity Cover) who will play a vital role in empowering our students and their families. This role focuses on providing encouragement and guidance to help students overcome barriers to learning, with particular attention to those who may be underachieving. By building strong relationships, you will contribute significantly to raising aspirations and improving outcomes for our students. This is a key position in driving forward our school's commitment to ensuring every learner can thrive and succeed.

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people;
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone;
- Be passionate about being involved in the growth of students;
- Be able to demonstrate that they meet the requirements set out in the person specification;
- Be required to undergo an enhanced DBS disclosure check;
- Be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.



Closing date: 9am - Friday 27th March

Interview dates: TBC

Start Date: As soon as pre-employment checks are completed.

Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

Behaviour and Inclusion Mentor (Maternity Cover) Job Description

CORE PURPOSE OF THE ROLE

As a key member of the Behaviour Support Team at Huxlow Academy, the post holder will support and motivate students in developing their social and emotional skills, helping them to engage positively and successfully with their learning.

By working proactively with students, the successful candidate will play a vital part in fostering personal growth, resilience, and improved outcomes.

KEY RESPONSIBILITIES

- Provide support that is additional and complimentary to existing Academy provision.
- Act as a bridge across academic and pastoral support roles with the aim of ensuring that individual pupils and their families engage more effectively in learning and achieve appropriately
- Play a key role in Academy approaches to improve the progress levels of pupils who are disadvantaged.

PROVIDE ADDITIONAL AND COMPLIMENTARY SUPPORT

- In rotation with colleagues, lead and support the Reflection room including responding to on-call requests
- Support and assist students in managing social and emotional aspects of learning,
- Liaise with parents by telephone and in writing in a professional and constructive manner
- Positively engage in the development and improvement of behaviour support at Huxlow Academy.

ACT AS A BRIDGE ACROSS ACADEMIC AND PASTORAL SUPPORT ROLES

- Develop contact with families/carers of students who have identified needs as appropriate to keep them informed of progress and secure positive family support for the student and maintain good working relations between home/school.
- Liaise with the Behaviour Support Manager and Deputy Headteacher (Behaviour and Attendance) to ensure positive use of the inclusion area to support student progress
- Support Heads of Year in the collection of statements and investigation of low-level incidents.
- Monitor student progress to ensure the support is effective and productive. This may include the setting of SMART targets with student to encourage their involvement and progress.

Behaviour and Inclusion Mentor (Maternity Cover) Job Description

IMPROVE PROGRESS LEVELS OF STUDENTS WHO ARE DISADVANTAGED

- Support and assist students in managing social and emotional aspects of learning.
- Compile records and progress reports for each student as appropriate for the mentoring process. Ensure these are accessible to the appropriate members of staff so that the mentoring service is accountable and quantifiable in terms of its effectiveness.
- Where appropriate arrange and run group sessions for pupils with common needs, e.g., friendship groups, online safety sessions, informative sessions on personal hygiene, to support the mentoring process.

GENERAL

- Set up appropriate extra- curricular activities to encourage positive engagement with students.
- Build and maintain positive, constructive, and professional relationships with students, parents, carers, and colleagues to maximise students' development and maintain the overall ethos of the college.
- Contribute to the whole school ethos, environment, and organisation, both practically and as a positive role model for students and colleagues, and act as an ambassador for the school with a desire to raise standards and attainment.
- Attend training courses as appropriate.
- Maintain confidentiality at all times.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2024 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Behavior and Inclusion Mentor (Maternity Cover) Person Specification

PRE-EMPLOYMENT CHECKS		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS/TRAINING		
GCSE English and Mathematics (Grade A-C) or equivalent	*	
Relevant Diploma / NVQ qualification in mentoring		*
Willing to undertake First Aid Training and duties	*	
Willing to undertake all relevant training as requested	*	
Full driving licence and willingness to undertake home visits	*	
EXPERIENCE		
At least 1-2 years' experience working in schools or other relevant work with young people	*	
Experience working in a classroom environment		*
Experience in a role working with children to overcome barriers to learning, where behaviour and attendance are an issue	*	
General understanding of national of curriculum and other basic learning programmes/strategies		*
Experience working with SEN students, students with mental health issues and students with challenging behaviour		*
Previous experience in a Behaviour Support/Learning Mentor role		*
Experience on Bromcom and associated databases		*
COMPETENCIES		
A knowledge and understanding of strategies to remove barriers to learning in young people	*	
Self-starter with the ability to encourage, motivate and act as a role model to students		
Ability to deliver 1-1 support strategies to students	*	
Ability to maintain accurate student records as necessary	*	
ICT competent	*	
An aptitude and enthusiasm for delivering high quality support to students and their families	*	
Ability to use ICT to support learning	*	
Flexible, tactful and diplomatic	*	
Able to work independently and as part of a team		*
Emotional resilience in working with challenging behaviours	*	
Appropriate attitudes to use of authority and maintaining discipline	*	
Understanding of the principles of confidentiality and data protection	*	
Flexibility, to meet needs of the Academy and Trust	*	
Commitment to the Academy's ethos, aims and it's whole community	*	
Is committed to and meets all the requirements for safeguarding children	*	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form to s.earby-martin@huxlow.northants.sch.uk

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All applications will be acknowledged.

THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit Huxlow Academy arrangements can be made by contacting the Huxlow Academy HR Manager - Sonya Earby-Martin.

Please contact Sonya by email at s.earby-martin@huxlow.northants.sch.uk who will make the necessary arrangements.

THE CLOSING DATE FOR APPLICATIONS

9am - 27th March

INTERVIEWS

TBC

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sonya Earby-Martin, HR Manager on [01933 650496](tel:01933650496) (s.earby-martin@huxlow.northants.sch.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.