



## **Job Application Pack**

### **Behaviour Mentor/Learning Support (Hybrid Role)**

**NJC Grade G Points 8 - 12**

**FTE Salary:** £20,493 - £22,183 per annum

**Actual Salary:** £17,526 – £18,972 per annum

**Contract:** Permanent

**Closing Date:** Wednesday 2<sup>nd</sup> March 2022

**Interviews:** Wednesday 9<sup>th</sup> March 2022

*We are looking for confident, inspiring and resilient individuals to support young people who may find school more challenging. You must be able to inspire students to succeed despite their barriers to learning. You must have a patient and positive outlook and the willingness to adapt to different situations.*



# Why Join Huxlow?

## Letter from the Headteacher



Dear Candidate

Thank you for your interest in the role of Behaviour Mentor/Learning Support at Huxlow Science College. We trust this application pack provides you with an insight into life at our College and encourages you to apply for the role.

We are incredibly proud of our school, a medium sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. Their loyalty for the staff and community that they recognise care so deeply about them makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community and we work hard to ensure they are welcomed, supported and challenged to be the best version of themselves that they can be.

We are entering an exciting new phase in the history of Huxlow and are placing a pursuit of excellence at the core of everything we do. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

Academic success is hugely important to us as we recognise its power to open doors for young people. We have a rich history of students of all abilities, and from a wide variety of backgrounds, meeting and exceeding their potential.

In 2019, Year 11 students achieved some of the best GCSE results in the College's history. 53% of students gained 5 GCSE's including English and Maths at Grade 4 and above. Recent CAGs and TAGs have returned record progress data for the school for KS4 and KS5. We were delighted by these excellent results, which reflect the high level of dedication of both our students and staff. As the new Headteacher, I am committed to improving the school even further for our students.

We place an emphasis on respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Science College community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the Huxlow team.

Please contact the school if you have any questions or require any further information.

Paul Letch  
Headteacher



# Job Description

<b>POST TITLE:</b>	Behaviour Mentor/Learning Support (Hybrid Role)
<b>SALARY GRADE:</b>	NJ GRADE G PTS 8-12
<b>HOURS:</b>	37 HOURS PER WEEK; 39 WEEKS PER YEAR (MON – THURS 08:30 – 16:30, FRIDAY 08:30 – 16:00 INCLUSIVE OF 30 MINS UNPAID LUNCH BREAK)
<b>REPORTS TO:</b>	Behaviour & Attendance Lead
<b>PURPOSE OF POST:</b>	To work within our Inclusion area with students who find school more challenging, offering these students both academic support and personal mentoring to develop them as a whole child.

## OVERVIEW OF ROLE

Keyworkers work with disadvantaged College pupils and their families to help them address barriers to learning, focusing primarily, but not exclusively, on underachieving pupils.

They will:

- Provide support that is additional and complimentary to existing college provision
- Monitor and support students in the inclusion area while liaising with school staff to support improvements in behaviour and access to learning
- Play a key role in College approaches to improve the progress levels of pupils who are disadvantaged.

## PRINCIPAL RESPONSIBILITIES

- In rotation with colleagues, lead and support the inclusion room including responding to on-call removal requests, liaising with parents, supporting and assisting students in managing social and emotional aspects of learning, developing and delivering proactive intervention strategies and action plans for sustainable improvement.
- Devise and implement individual learning and mentoring programmes to assist pupils and their families to remove barriers to learning, gain self-confidence and improve their performance, attendance and attitude to learning.
- Monitor pupil progress to ensure the support is effective and productive. This may include the setting of SMART targets with pupils to encourage their involvement and progress.
- Develop contact with families/carers of pupils who have identified needs as appropriate to keep them informed of progress and secure positive family support for the pupil and maintain good working relations between home/school. Liaise with the Behaviour and Attendance Lead to ensure positive use of the inclusion area to support pupil progress.
- Compile records and progress reports for each student as appropriate for the mentoring process and accessible to 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, revision sessions, informative sessions on personal hygiene, to support the mentoring process.
- Work with the Family Support Worker to identify persistent absence and complete daily absence administration.



# Job Description

- Set up appropriate extra- curricular activities to encourage positive engagement with students.
- Respond and deal with first aid incidents to students and staff, in accordance with College procedures.

## ADMINISTRATION

- Good verbal and written communications skills are required to enable the Keyworker to communicate effectively with a range of people, including children, parents and professional colleagues.
- The post-holder will need to be able to keep accurate records of contacts and activity in writing.

## HEALTH & SAFETY

- Carry out risk assessments, as necessary.
- Always promote good practice to students and staff.
- Understand and comply with college policies and procedures.
- Be conversant with appropriate legislation and procedures in relation to Child Protection in order that proper duty of care is maintained, all policies and procedures are observed and appropriate follow up conducted.

## GENERAL

- Be flexible in approach to tasks and confidently manage situations in the best interest of students' wellbeing and achievement.
- The work of the Keyworker must be founded on very good interpersonal skills and the ability to reach their service users on a level that will engage and motivate them. The approach to individual students may be different but the aims and goals will be the same; to encourage them to recognise their strengths and failings, take responsibility for changing negative patterns of behaviour and to make efforts to achieve positive outcomes to their problems.
- The post-holder must be confident at presenting to a group and delivering information to children and young people as group sessions may be organised and delivered for small numbers. These may follow a formal structure of revision and follow up sessions or they may be informative.
- Attend training courses in support of the work of the inclusion area as required.
- To contribute to the whole College ethos, environment and organisation, both practically and as a positive role model for students and colleagues, and act as an ambassador for the College with a desire to raise standards and attainment.
- Support all general college activities and undertake any other duties as determined by the Headteacher to enhance the efficiency and effectiveness of the support staff teams.

**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 College'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.**

**Huxlow Science College is committed to safeguarding & promoting the welfare of children & young people and expects all staff & volunteers to share this commitment. 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 College.**



# Person Specification

## POST TITLE: Keyworker

**CRITERIA:** Applicants will need to provide evidence of meeting the following criteria

	ESSENTIAL	DESIRABLE
<b>PRE-EMPLOYMENT CHECKS</b>		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of Identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
<b>QUALIFICATIONS/TRAINING</b>		
GCSE English & Mathematics (Grade A*-C) or equivalent	*	
Willing to undertake first aid training and duties	*	
Willing to undertake all relevant training as requested including Midas training	*	
Relevant Diploma / NVQ qualification in mentoring		*
Full driving license and willingness to undertake home visits	*	
Minibus license		*
<b>EXPERIENCE</b>		
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 Keyworker role		*
Experience on SIMS and associated databases		*
<b>COMPETENCIES</b>		
A knowledge and understanding of strategies to remove barriers to learning in young people	*	
Ability to deliver 1:1 support strategies to students	*	
Excellent communication skills	*	
Ability to maintain accurate pupil records as necessary	*	
ICT competent with Microsoft Office packages	*	
An aptitude and enthusiasm for delivering high quality support to disadvantaged students and their families	*	
Flexible, tactful and diplomatic	*	
Willing to act as a First Aider	*	
Able to work independently and as part of a team when necessary	*	
Self-starter with the ability to encourage, motivate and act as a role model to students	*	
Ability to comply with written and verbal instructions	*	
Ability to work quickly in a busy environment	*	
Ability to comply with all Health and Safety Procedures	*	
Is committed to and meets all the requirements for safeguarding children	*	





# School Information

## The Curriculum at Huxlow

Our curriculum has been designed to deliver an exciting and stimulating five-year progressive programme. We focus on key skills at Key Stage 3 for two years where we foster a love of learning through a broad and balanced curriculum.

Our Key Stage 4 programme is extended over three years to develop a deeper understanding and mastery of subjects at GCSE level, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education, French and Technology.
- At Key Stage 3 (Years 7 and 8) students also study History, Geography, Music and Drama.
- At Key Stage 4 (Years 9, 10 and 11), alongside our core subjects, students make a number of option choices from a range of subjects including History, Geography, Additional Sciences, Drama, Music, Examined Physical Education, Psychology, Business and Travel and Tourism.

Our Key Stage 5 provision is delivered alongside our partners - as part of The East Northamptonshire College (TENC) - The Ferrers School and The Rushden Academy. Our joint provision has the most comprehensive choice of subjects in the County.



## Wellbeing at Huxlow

Students and staff feel safe and happy at school. The well being of our students and staff is integral to the success of our school. Every individual matters at Huxlow and this underpins our College ethos.

Staff are encouraged to join our Well Being Group where we introduced initiatives and improvements to continually improve staff well being.



# School Information

## Extra Curricular and Enrichment

At Huxlow, there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extra-curricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing Leadership, Organisation, Resilience, Initiative and Communication skills.

Inspiration is achieved through our many day and residential trips. In recent years the following highly popular residential trips enrich the educational experiences of many young people year on year:

- Normandy/Paris/Holland – cultural trips
- Belgium – WWI Battlefields
- Austria – ski trip
- Uganda – International Youth Conference.

Students also have the opportunity to visit places of interest in the UK, including the theatre, university campuses, science conventions and career opportunities. They will also experience visiting speakers, authors and theatre groups during their time at Huxlow.

We are extremely proud of our sporting achievements. Huxlow students repeatedly achieve excellent results at district, County and National level in this competitive arena. Many team and individual sports are run as clubs and activities by our motivated and competitive Physical Education team.





# Values and Ethos

The curriculum of Huxlow reflects our vision for all members of the school community to access a high quality, progressive, broad and balanced curriculum which:

## Safe

- Is free from discrimination, harassment and bullying
- Promotes spiritual, moral, social and cultural development
- Develops fundamental British Values
- Builds citizenship and enhances equality and diversity
- Enables students and staff to play key roles in enhancing the communities in which they live and work



## Happy



- Promotes and enhances care and empathy for each other
- Supports emotional and physical wellbeing
- Encourages healthy lifestyles
- Provides opportunities for community participation
- Focuses on the development of the Whole Child
- Provides an inspirational environment for learning that promotes excellence

## Successful:

- Supports students to aim high and be their best version of themselves
- Sets expectations for best attainment for all students
- Pursues aspirational targets and nurtures positive attitudes to learning
- Develops the key skills of literacy, numeracy and oracy
- Fosters transferable knowledge and skills for subsequent learning
- Offers quality careers Information and guidance
- Prepares students for their next stage and the world of work





# How To Apply



## How to apply:

If you wish to join Huxlow Science College, please download our [Application Pack](#) from our website or contact the college on Tel: 01933 650496 or via e-mail: [hr@huxlow.northants.sch.uk](mailto:hr@huxlow.northants.sch.uk)

Prospective applicants are very welcome to visit the college and meet staff and pupils. If you are interested in visiting the College, please contact Kerry Hughes or Sonya-Earby-Martin via the above contact details..

All completed applications should be sent FAO Kerry Hughes (PA to the Headteacher) to [hr@huxlow.northants.sch.uk](mailto:hr@huxlow.northants.sch.uk) or to Huxlow Science College, Finedon Road, Irthlingborough, Northamptonshire, NN9 5TY.

**Closing date:** Wednesday 2<sup>nd</sup> March 2022

**Interviews:** Wednesday 9<sup>th</sup> March 2022

## Equal Opportunities:

We are an Equal Opportunities employer and welcome applications from all members of the community.

## Safeguarding:

Huxlow Science College is committed to safeguarding & promoting the welfare of children & young people and expects all staff & volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are essential for all posts at the College.