



Cover Mentor

Job Description



Welcome to Think for the Future

Think for the Future's mission is to engage, educate and empower young people to have social and emotional resilience, independence and control in order to achieve their potential. We do this through our three core provisions where we work predominantly in a secondary school settings, providing young people with the support they may need to help them overcome barriers they may face in their education. Our three core provisions are: Behaviour & Resilience Mentoring, Integrated Behaviour Hubs and Inclusion Centre Provisions.

Across all our provisions, the pupils we work with are often disengaged from education, close to exclusion or have low aspirations and, at Think for the Future, we offer the opportunity for them to strive and succeed in both their academic and non-academic outcomes, through improvements in resilience, aspirations, behaviour and academic success. To deliver our interventions, we employ relatable individuals who are able to create strong and lasting rapport with these young people and confidently deliver a comprehensive programme tailored in a way that targets improvements in educational outcomes for the pupils they work with.

“ Education is the key to unlocking the world,
a passport to freedom ”



Career Pathways

Think for the Future is a dynamic and innovative social enterprise who is committed to their schools, young people and their staff. When you join Think for the Future, you join an organisation who will encourage you to develop your skills and will provide you with opportunities to progress into new roles, gaining new experiences and responsibilities.

The role you're starting in is just the start of your journey with us!

Behaviour &
Resilience
Mentoring

Inclusion
Centre
Provision

Integrated
Behaviour
Hubs

When you're ready for a new challenge, we'll provide you with opportunities for progression. Whether that be a Team Leader within our Behaviour & Resilience Mentoring provision, taking on the responsibility for an Integrated Behaviour Hub or moving into a management position in an Inclusion Centre, we're able to help you achieve your next career and salary goal in an organisation you'll love.

Behaviour & Inclusion Mentor

£26,781 - £29,012 FTE

Integrated Behaviour Hub Mentor

£27,896 - £30,128 FTE

Inclusion Centre Manager

£31,244 - £39,055 FTE

Team Leader

£27,896 - £30,128 FTE

Inclusion Centre Deputy Manager

£29,012 - £32,360 FTE

Provision Operations Manager

£35,000 - £45,000

Your Think for the Future journey starts here but where could it take you?

When you join Think for the Future, you join an organisation who will encourage you to develop your skills and will provide you with opportunities to gain new experiences and responsibilities.

At TFTF, we understand the importance of providing progression and development opportunities. Staff have several opportunities for progression, skills growth and role growth. We operate a strong appraisal and 1:1 process whereby staff are able to continually focus on their own personal and professional development opportunities and assess their motivations within the role and future career goals within the organisation. There are also multiple opportunities for ongoing personal and professional development through our in-house and external training programmes.

We operate transparent salary bandings, so you're able to plan ahead and we can work with you to help you take your next step with us.

Every individual has their personal TFTF Progression Plan that is reviewed multiple times per year, looking at; salary, skill, role and school placement progression!

Our Progressive Salary Bandings

Banding	Actual Salary	Full Time Equivalent Salary	Criteria
Band 1	£24,000 - £25,000	£26,781 - £27,896	<ul style="list-style-type: none"> Developmental Behaviour and Inclusion Mentor (ICP)
Band 2	£25,000	£27,896	<ul style="list-style-type: none"> Behaviour and Inclusion Mentor (BRM and ICP) Level 1 Reflection Room Behaviour & Inclusion Mentor
Band 3	£25,000 - £26,000	£27,896 - £29,012	<ul style="list-style-type: none"> Level 1 Hubs Behaviour & Inclusion Mentor Level 2 Reflection Room Behaviour & Inclusion Mentor
Band 4	£26,000 - £27,000	£29,012 - £30,128	<ul style="list-style-type: none"> Level 2 Hubs Behaviour & Inclusion Mentor Team Leader Level 1 ICP Deputy Manager
Band 5	£27,000 - £28,000	£30,128 - £31,244	<ul style="list-style-type: none"> Level 2 ICP Deputy Manager
Band 6	£28,000 - £29,000	£31,244 - £32,360	<ul style="list-style-type: none"> Level 3 ICP Deputy Manager Level 1 ICP Manager
Band 7	£29,000 - £30,000	£32,360 - £33,476	<ul style="list-style-type: none"> Level 2 ICP Manager
Band 8	£30,000 - £31,000	£33,476 - £34,592	<ul style="list-style-type: none"> Level 3 ICP Manager
Band 9	£31,000 - £34,000	£34,592 - £37,939	<ul style="list-style-type: none"> Level 4 ICP Manager
Band 10	£34,000 - £35,000	£37,939 - £39,055	<ul style="list-style-type: none"> Level 5 ICP Manager
Band 11	£35,000 - £45,000	£35,000 - £45,000	<ul style="list-style-type: none"> Provision Operations Manager

Role Overview

Our Cover Mentors provide essential support by covering absences and addressing additional support needs, ensuring that all our services have a continued and sustained impact on young people. They play a crucial role in maintaining the high quality of all our provisions and so will work across Behaviour & Resilience Mentoring Programmes, Inclusion Centre Provisions, and Integrated Behaviour Hubs where need arises. It is ideal for proactive individuals who are open to a more adaptable and flexible working pattern, thrive in dynamic classroom environments, can independently manage and inspire groups of pupils, and seek to work across multiple Think for the Future provisions to experience a wide range of settings and environments. Unlike agency style supply roles, this role would see you work for one organisation across a range of our different provisions. This gives you the benefits of getting to experience our strong and positive company culture as well as widening your skill set by working with a range of young people. You are also compensated for your work on a salaried basis as opposed for just the days that you provide cover capacity in a provision.

Contract Length: [Permanent](#)

Hours per week: [37.5 hours per week](#)

Hours of work: [8am-4pm Monday to Friday](#)
As an organisation we are keen to ensure a positive work-life balance, so we ensure that ample time is given within the working day for completing all required tasks meaning no work is required outside of these working times.

Weeks of Work: [41 weeks per year](#)
As it is a school based role, you are only required to work in term time, meaning that you get a minimum of 11 weeks of holiday per year (the school holidays). No work is required within school holiday dates, with exception of a small number of training days throughout the year (a maximum of 2 days).

Start Date: [Rolling Recruitment \(please see website\)](#)
We operate rolling recruitment for this role. Your application will be considered for the next upcoming entry point, unless you state otherwise on your application that you would like to be considered for a later entry point.

Salary: [Starting from £25,000 \(Salary progression opportunity to £35,000\)](#)
This is a full time equivalent a starting salary of **£27,896**. As an organisation we are dedicated to the career mobility of our staff and have a clear and progressive pay scale available for staff to achieve as they move into new roles within the organisation.

Location: [Various](#)
We currently have a number of job openings in various locations of the UK for our Cover Mentor Roles, please see below for more information on how this role is structured.

As a Cover Mentor, you will be directly and positively impacting the lives of young people by providing essential support across our provisions.

The main objectives and responsibilities of the role are to:

- Deliver our various educational programmes in schools (Behaviour & Resilience Mentoring, Integrated Behaviour Hubs and Inclusion Centre Provisions) where there is absence or requirement for sessions to be covered.
- Work one-to-one, or in small groups with designated pupils, aiming to reduce poor school behaviour, create long-term positive attitude changes, and develop pupils' life skills and aspirations.
- Ensure the content and delivery of the mentoring sessions are tailored to the needs of the pupils you are temporarily working with by having a strong knowledge of the full TFTF curriculum.
- Manage key relationships with schools and staff you come into contact with during your time covering in the provisions to ensure a consistently positive company image for stakeholders.
- Collaborate closely with your team to share good practice and ensure continuity in mentoring approaches.
- Work closely with your Manager to regularly assess and develop your skills, ensuring you are prepared for various scenarios and able to skilfully execute delivery on across all TFTF provisions.

Working Pattern Expectations

Efforts will be made to map out the Cover Mentor's schedule in advance, but due to the nature of the role, this may not always be possible (e.g., waiting to see if there are any last minute absences). When cover is pre-booked, it will be a usual working day. However, if no cover is pre-booked, the Cover Mentor is expected to be 'on alert' until 10am in case any cover needs arise. If no cover needs emerge, the day will be designated as a paid non-working day, which is a fully paid day without the expectation to then work. This perk accounts for the more flexible nature of the role.

Travel Expectations

In this role, you will be expected to cover a large geographical area to support a wide range of provisions, therefore requiring regular travel that could span large distances. Where travel means that your working day extends beyond an hour each side of the contracted working day of 8am-4pm, you will be fairly compensated for these extended days usually through the use of paid non-working days as outlined above. In occasions where travel distance is far or there is an extended amount of time required at a further away location, paid for hotel accommodation will also be provided. In addition to this, all mileage within the role will be compensated at a rate of 0.28p per mile. These perks are provided to account for the high amount of travel involved in the role.

Salary Expectations

Unlike other supply or agency roles, this is a salaried role meaning you will be compensated via an annual salary, as opposed to just the days that you work / provide cover. Where cover is not required you will be given a non-working day, which will be paid still be paid.

Ideal Candidate Profile

Safeguarding

Think for the Future is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. We adopt a rigorous Safer Recruitment Policy which is followed for every appointment. Therefore, successful appointment to this role will be subject to:

- Declaration of any convictions, cautions or reprimands which you have incurred
- An Enhanced DBS Check
- Two Satisfactory References
- Proof of Eligibility to work in the UK

ESSENTIAL

DESIRABLE

- Being highly adaptable and flexible to respond to the dynamic needs of the role, with an understanding that you may not know plans far in advance
- Willingness to travel long distances as required by the role
- Experience having worked with young people, especially challenging young people
- Passion and talent for working with young people
- Ability to connect and relate to young people
- Positive attitude and high energy when approaching your work
- Ability to manage change and to adapt to unexpected demands and resilience to working in challenging environments
- Full commitment to the role and to helping the company achieve its objectives
- Ability to assess priorities and manage competing deadlines both independently and as a member of a team
- Outstanding interpersonal and communication skills
- Written skills – proven ability to use clear, concise language specific for the purpose and audience
- Admin skills – an ability to complete admin requirements to a high standard including the use of Microsoft Office

- Related teaching or mentoring qualifications
- Knowledge of relevant policies including safeguarding, health and safety, data protection, etc.
- Experience of working with external agencies
- Advanced safeguarding knowledge and/or qualifications

Ideal Candidate Profile

The Cover Mentor role is an exceptional opportunity for those who are not just seeking a job but are driven by the mission of transforming the lives of young people across UK schools. Ideal candidates are vibrant, energetic, and deeply committed to influencing positive behavioural changes, fostering resilience, and nurturing the overall engagement of pupils. This role is designed for proactive individuals who thrive in dynamic classroom environments, who can independently manage and inspire a groups of pupils. It is also ideal for candidates who want to work across multiple Think for the Future provisions to experience a wide range of settings and environments.

While previous experience in a similar role is not required, candidates with a background in engaging with young people—be it through teaching, sports coaching, youth work, or residential care—are highly desirable. Desirable candidates for this role are also prepared to experience a flexible and responsive work environment where every day will look different, with an understanding of the level of travel that may be required to complete the role.

This position offers a unique chance to harness and grow these valuable skills, making it particularly attractive to those with a history in education, sports, or community youth projects.

The role also provides a well-balanced professional lifestyle. With 11 weeks of holiday per year and a workday structured from 8 am to 4 pm without the requirement of extra hours, it ensures that your dedication to the role is balanced with personal time. Whilst the role will require an increased amount of travel outside the contracted working hours, this will be compensated appropriately usually through the use of working days where there is no requirement to work. This role set up is not just a career; it's a lifestyle choice, offering the perfect blend of professional fulfilment and personal well-being.



Additional Perks of Working at Think for the Future



Comprehensive Induction Training: We provide a dynamic and informative Induction Training for all new staff, during which we not only introduce you to your new role and give you all the tricks and tools you'll need to create the maximum impact, but we also host a range of exciting team building events and socials.



Continued Professional Development: Our training doesn't just stop after your induction, we provide ongoing high quality training and CPD as well as giving you access to £100 of funding per academic year to be able to access your own CPD opportunities.



Vitality Health Insurance: Access top-quality healthcare with Vitality Health Insurance, made affordable through a salary sacrifice scheme. Enjoy premium healthcare support at a lower cost, ensuring your well-being is covered without stretching your budget. With Vitality, superior health support is just part of the package.



Health Assured EAP: We know that life can throw us curved balls sometimes and it's hard to know where to turn. Our partners at Health Assured offer 24/7 confidential support from experienced therapists and advisors for just about any issue you can think of. From family issues, financial information and legal information to childcare support, consumer issues and bereavement counselling. If you have a problem, they're there to help you solve it.



Positive & Supportive Team Culture: At Think for the Future, we pride ourselves on our positive and supportive team culture, with a dedicated team of Line Managers who support our staff at every turn. We invest heavily in our staff to ensure that they are able to positively impact the pupils they work with and, most importantly, are happy whilst doing it!

How to apply

To apply for this role please complete the application form that can be found at our website: www.thinkforthefuture.co.uk/jobs



Belief

Courage

Growth