



GUIDANCE MANAGER

RESPONSIBLE TO: Senior Guidance Manager

PURPOSE OF THE JOB: To manage all aspects of support and guidance to ensure that all students achieve as much as they possibly can in their studies and all that they do.

KEY TASKS

1.1 Management of staff

- managing the work of allocated tutors
- building, co-ordinating and developing a team
- managing effective team meetings/briefings

1.2 Management and development of support/guidance

- creating and sustaining an achievement culture
- working with the SENCO on the induction and monitoring of students who have Special Educational Needs
- managing assemblies on a regular basis
- assisting with the setting up and managing of appropriate student monitoring and support systems such as daily reports, achievement reporting, individual target setting, 1:1 intervention, mentoring
- inducting new students and parents into the operational systems of the school
- to assist in the setting up, co-ordinating and supervising of one to one review days
- being part of the PDL (Personal Development and Learning Team) and teaching PDL

1.3 Liaison

- with individual teachers and departments in relation to behaviour and learning of individuals and groups of students
- with parents as first point of contact.
- with all feeder schools admissions staff and other schools in the transfer of students at any age
- with the Educational Welfare Service, School Nurse, Educational Psychologist, Social Services, Health Service and the Police and a wide variety of other organisations and support agencies



1.4 Management of Students

- supporting staff in managing the behaviour of students
- monitoring, recording and encouraging attendance and punctuality through the work of the tutors and the Education Welfare Officer.
- setting up and co-ordinating positive activities to develop the skills, qualities and talents of the students e.g. charity activities and residential visits such as Calshot and Chateau Beaumont.
- attending statutory meetings and assisting with producing written reports for other relevant committees/care teams
- to be on call and available for students throughout the day
- covering for absent colleagues when necessary

1.5 Monitoring and Reviewing

- monitoring the work of tutors on a regular basis
- monitoring the progress of students using the range of data available

1.6 Policy and Planning

- managing regular team meetings
- participating in discussions to ensure the integration of the work of year tutor teams into the school as a whole
- meeting regularly with the Senior Guidance Manager to discuss issues relating to individuals

PERSON SPECIFICATION - GUIDANCE MANAGER

ESSENTIAL	<i>DESIRABLE</i>
<p>Qualifications</p> <ul style="list-style-type: none"> • GCSE or equivalent at Grade C or above in Mathematics and English • GCE Advanced level or equivalent qualification 	
<p>Experience of</p> <ul style="list-style-type: none"> • Presenting information to different audiences • Managing others • Successful problem solving • Working with young people 	
<p>Skills/Qualities</p> <ul style="list-style-type: none"> • Very good communication skills • Excellent relationships with people of all ages and abilities • Adaptability, flexibility and creativity • Capacity to motivate and lead a team of colleagues • Positive, optimistic and committed to inclusive education • Ability to complement and work successfully with other guidance team members as well as on own initiative • Resilience, tolerance, perseverance and a sense of humour • Ability or potential to use and interpret a wide range of data • Ability to relate to and promote the ethos of the school • Willingness to undertake training as required 	<ul style="list-style-type: none"> • Good ICT Skills