



## **Job Description**

**Job Title:** Remarkable Guide

**Location:** New Rickstones Academy, Witham  
Winton Academy, Andover, Hampshire  
Firth Park Academy, Sheffield

**Hours of work:** Full Time or Part Time, with flexibility

**Reports to:** New Rickstones Academy, Witham - Senior Pastoral Deputy  
Winton Academy, Andover - Senior Pastoral Deputy  
Firth Park Academy, Sheffield - Senior Pastoral Deputy

## **The Remarkable Guide**

The Remarkable Guide is a brand new, exciting and bespoke role within AET. If children are to become well connected explorers, then the Remarkable Guide serves as the navigator, helping students develop the power to act (building learner agency). As a Remarkable Guide you will not only be crucial in helping students to find their remarkable but also in inspiring them to choose to live a remarkable life.

The successful candidate will work with students, staff, parents and the community to facilitate the opportunities, experiences and encounters which students need to find their remarkable self. You will be working with other professionals inside AET, as well as with external agencies, to develop interventions and strategies which support students with their mental health and wellbeing (self), aspirations and career choices (pathways) and developing initiatives which allow students to fulfil their academic potential. The Remarkable Guide will be instrumental in bringing these three strands together for the benefit of each student. Whilst some of the duties will be working directly with targeted groups of students, a large part will be signposting and developing the interventions and opportunities which others will deliver and ensuring that these are impactful.

Remarkable Guides will succeed when the pupils they have supported target, secure and sustain aspirational destinations that meet their passions and interests. They will inspire students to unlock their potential: find their remarkable, develop their self-confidence, harness their passions and explore pathways and opportunities. To do that, they will empower students to develop in the three dimensions: Academic, Self & Pathways. They will make sure that pupils are not held back from pursuing their passions or achieving their goals by a lack of opportunity or poor curriculum choices. They will tackle the barriers that stand in pupils' way, so they can seize unusual opportunities. They will wrap a professional network of support around each child, timed and targeted to meet their individual needs.

## **Purpose of the Role:**

- To inspire students to unlock their potential for a remarkable future: developing the self-confidence and attributes to become their remarkable self
- To guide students to follow remarkable pathways by harnessing their passions and exploring the opportunities which are available to them.
- To ensure students are empowered to develop in the three dimensions of Academic, Self and Pathways.
- To think carefully and act vigorously to ensure that students are not held back from pursuing their passions or achieving their goals by lack of opportunity or poor curriculum choices.
- To act on their students' behalf, tackling the barriers that stand in their way and giving our young people the means and ability to seize unusual opportunities.



- To enhance social capital by wrapping a professional network of support around each child that is timed and targeted to meet their individual needs.
- Remarkable Guides are successful when the young people they have supported and guided target secure and sustain aspirational destinations that meet their passions and interests.
- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Responsibilities:**

- Oversee and facilitate mentoring and support for pupils of all ages; through whole year group initiatives, targeted small group sessions and one to one sessions.
- Coach students to develop wellbeing, resilience and understanding of themselves: the self.
- Guide students with their choices at key transition points as they discover their passions: their pathways.
- Connect students with a wide range of opportunities and experiences that match their passions.
- Secure the best possible pathways for each and every child, and help to open doors that lead to their future destinations.
- Facilitate the opportunity for every child to leave school with an AET Graduate digital portfolio to showcase their achievements and experiences to share their remarkable with those on the next stage of their journey
- Liaise with careers leaders to connect pupils to remarkable futures careers support.
- Ensure that every child has access to enhanced pastoral support and targeted mentoring and support when they need it.
- Work with colleagues across the school to ensure that every child is understood and enabled to thrive from the perspective of Academic Self & Pathway.
- Identify, signpost and put in place additional support from external providers to support students with their development in the three dimensions of self, academic and pathways.
- Record, track and monitor the progress of agreed actions and interventions
- Liaise with parents to ensure that they are equipped to support their child's progress and development
- Developing community initiatives which engage students with local organisations to make a difference.

By 2025 we want all AET students to have an opportunity to forge their own remarkable education. Three key strands will underpin this aim - 'Academic', 'Self' and 'Pathways'. Being a 'Remarkable Guide' is about ensuring that all children are successfully supported into the next stage of their lives. We want children to explore what is out there, experience a range of different encounters and take advantage of opportunities. Ultimately, we want to:

- develop a systematic approach that prepares children for tomorrow and to be successful in the world
- create a provision that broadens, rather than narrows, choice and experiences and supports progression
- establish a mindset shift about how, where, when and what children learn
- nurture the development of character, confidence and independence
- ensure students gain great academic and technical qualifications

### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.



### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



## Person Specification

**Job Title:** Remarkable Guide

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>Level 3 qualifications including successful Level 2 English and Maths qualifications</li> </ul>	<ul style="list-style-type: none"> <li>A Mentoring, Coaching or Careers Guidance Qualification or willingness to work towards one</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Experience of building positive working relationships with children</li> <li>Have strong desire to support pupils to explore their passions</li> <li>Fluency with digital media and IT</li> </ul>	<ul style="list-style-type: none"> <li>Experience of linking schools and pupils with external providers of experiences</li> <li>Experience of working with parents and other adults who support children</li> <li>Demonstrable experience working with universities, employers or training providers</li> <li>Knowledge of CEIAG</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>Have excellent communication, interpersonal and organisational skills</li> <li>Be confident in dealing with some sensitive challenges and work closely with the children and their</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>



		<p>families accordingly.</p> <ul style="list-style-type: none"><li>• Be emotionally intelligent and open to trying new ideas and approaches.</li><li>• Be a strong team member who will work in partnership with staff, governors, parents and the wider community.</li><li>• Be reflective and take responsibility for your own personal and professional development.</li><li>• Be an excellent networker who keeps abreast of evolving opportunities, policies and changes in the education and business landscape.</li><li>• Be able to form productive professional relationships</li><li>• Be able to track and record data accurately and present it in various formats to evidence impact</li></ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>• Bring drive, determination, initiative and a commitment to raising standards</li><li>• Believe in inclusion and achievement for all students</li><li>• Want the very best for our students and to draw out the very best in them</li><li>• Have a passion for learning and high expectations of</li></ul>	<ul style="list-style-type: none"><li>• n/a</li></ul>



		<p>students achievement and behaviour</p> <ul style="list-style-type: none"><li>• Be tenacious in pursuing the right outcomes and opportunities for our pupils, guiding them and removing the obstacles that stand in the way of their passions and ambitions</li></ul>	
	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul></li></ul>	<ul style="list-style-type: none"><li>• n/a</li></ul>
Special Requirements		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li></ul>	<ul style="list-style-type: none"><li>• n/a</li></ul>