



Brockhill Park Performing Arts College
Sandling Road
Saltwood
Hythe, Kent.
CT21 4HL

GUIDANCE MANAGER





Guidance Manager (Pastoral/Academy Years Manager) **School: Brockhill Park Performing Arts College**

Grade: BP Range 21-24

Responsible to: Line Manager (Academy Director)

Purpose of the Job:

To provide pastoral support for a designated Academy and support in the effective management of non-teaching issues which may impact on student attainment in accordance with agreed procedures.
To provide cover for absent teachers (up to 0.3 of timetable)

Key duties and responsibilities:

1. To provide pastoral support for designated academy and undertake casework with identified students as required.
2. Ensure that all school procedures relating to attendance and lateness are followed / recorded, unauthorised absence investigated and sanctions issued in accordance with school policy.
3. Implement school discipline and behaviour policies and sanctions relating to conduct eg reports, detentions, inclusion/exclusions and merit awards.
4. Ensure appropriate arrangements are made for students who are absent / excluded to enable them to keep up to date with their studies and support their successful reintegration to the school.
5. Ensure students adhere to school dress code and take follow up action as appropriate.
6. To liaise with senior staff and external agencies regarding pupils whose conduct is causing concern and contribute to discussions regarding appropriate follow up actions.
7. Liaise with parents/carers keeping them informed regarding any pastoral / conduct or attendance issues to enable appropriate support to be given and to secure positive family support in meeting school's expectations.
8. Undertake supervisions duties immediately before school, at break and lunchtimes to ensure the safety and wellbeing of students and appropriate standards of behaviour are maintained.
9. To administer and coordinate school trips, visits and out of school activities to ensure appropriate permission and payments are obtained.
10. To administer and coordinate activities such as medicals, school photographs, prize giving to ensure effective and timely organisation.
11. To maintain accurate records and share information with colleagues as appropriate and refer on as required.
12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. Cover for absent teachers

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Personal Specification:

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Display a commitment to child protection and safeguarding. Report to the Principal any behaviour by colleagues, parents and children which raises concern.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Knowledge and Skills equivalent to national qualifications level 3
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working with students
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to build rapport, engage and motivate others• Good interpersonal and excellent communications, listening and observational skills• Ability to deal with difficult/sensitive or conflict situations• Ability to manage confidential information• Organisational abilities and accurate record keeping skills• Assured manner and understanding of appropriate boundaries• Ability to work without immediate supervision
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of school policies relating to conduct/behaviour, attendance and dress code• Demonstrate an understanding of confidentiality and safeguarding/child protection issues in a school setting

