**JOB DESCRIPTION: Guidance Manager April 2022**

**Title:** Guidance Manager

**Conditions:** Permanent 40 hours per week / 39 weeks per year

**Salary:** NJC Scale 7

**Line Led by:** Head of Year

**Line leadership of:** None

**All staff at Coopers School are expected to:**

* actively contribute to the school’s achievement culture;
* share our common values of Curiosity, Creativity, Resilience, Respect and Empathy in the face of challenges;
* make a commitment to achieving the highest possible standards in all areas of their work;
* Contribute to the development of the school’s ethos.

**PURPOSE**

* To provide professional support for a Year Group, which secures success and continuous improvement in teaching and learning, ensures a high quality education and school experience for all learners.
* Under the leadership of the Head of Year, to work with school staff, the Inclusion Team and external agencies, to provide support and guidance for students in a year group. This will develop a culture of success, praise and celebration of achievement;

**RESPONSIBLE FOR:**

* supporting the School’s Vision and Values across a Year Group ensuring every student has a sense of belonging, identity and pride;
* being a key member of the team which holds significant responsibility for managing the efficient and effective day to day operation of the Year Group;
* leading on Year Group Attendance and Punctuality and actions to improve them;
* leading on the CAF processes and actions related to them, including with external agencies.

**MAIN RESPONSIBILITIES:**

1. **Leadership Accountability**

* Meet regularly with Head of Year to ensure smooth day to day running of the Year Group;
* Meet with Head of Year weekly to review student progress and target support and intervention;
* As required, meet with Head of Year and senior staff to monitor progress across the year group including those within vulnerable groups.

1. **Welfare and guidance of students**

* Have an overview of Safeguarding issues within the year group and to be familiar with the School’s Child Protection Policy and report concerns to the Designated Safeguarding Lead;
* Work alongside appropriate staff (eg Head of Year, Inclusion Manager, SENDCo etc) to support individuals in behaving well and helping them return to lessons following time out of school;
* Take a proactive role in working with external agencies to support the learning and progress of students;
* Together with the Head of Year, take responsibility for the welfare, behaviour, attendance and punctuality of all the students in the year group and on occasions make home visits;
* Take referrals from the Inclusion Manager to support students in lessons and provide to staff who have exhausted faculty strategies and request support;
* Take part in the end of year Transition Programme, undertaking Year 6 visits as required.

1. **Learning and Progress:**

* With the Head of Year, lead on a culture of praise, celebrating through assemblies, Year Group noticeboard and the School’s reward system. Monitor rewards ensuring and encouraging maximum use;
* With Head of Year, provide intervention support and encouragement to individual students, identified through regular Year Group review;
* Support young people to develop strong leadership skills, peer coaching and mentoring skills.
* With Head of Year monitor, mentor and support Year Group students at risk of underachievement
* Support the monitoring of student performance and attitudes to learning across a Year Group undertaking daily ‘Lesson drop ins’ to ensure high standards of uniform and attitudes.
* Monitor and review reward and sanction data daily, weekly, half-termly and termly to inform raising attainment meeting discussions and appropriate support;
* Support the Y7-8 Diploma Programme, and Y7-11 celebration events (with HoY), Year 11 Prom and Year Book
* Work with the responsible member of staff to plan and deliver Year Group LEAP days.

1. **Communications:**

* Contribute to school or year group newsletters, magazines etc.
* To lead assemblies that support the school ethos and identified elements of the PSHRE programme;
* With the Head of Year, lead Year group student family voice and maintain Year group pastoral and academic displays;
* Lead on the organisation of Year Group Parents Events, developing effective and purposeful relationships with parents and carers to improve parent engagement.
* With the Head of Year, complete regular Year Group Student Surveys and act on their outcomes.
* With the Head of Year, complete and act on parent surveys and maintain Year Group pastoral and academic displays;
* To actively participate in appropriate scheduled meetings, including line management meetings, and disseminate information where appropriate;
* To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

1. **Attendance, Punctuality and Persistent Absence:**

* Monitor and review attendance data daily, weekly, half-termly and termly;
* Implement systems to improve the attendance for all and reduce gaps for vulnerable students and others with poor attendance patterns;
* To improve punctuality over time;
* Reduce the number of Persistent Absentees within the year group;
* To monitor student attendance together with students' progress and performance. Work with the tutor in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary;

1. **Supporting particularly vulnerable students:**

* Support identified students through daily contact with the student, parents, teachers, and any other external agencies as relevant
* Contribute to oral and written assessments, reports and references relating to individual students and groups of students including CAFs
* Complete referrals eg counselling, Passports, Exclusion records as required in conjunction with the Head of Year

1. **Professional requirements**

* To play a full part in the life of the school community, to support its distinctive ethos and policies and to encourage and ensure staff and students to follow this example;
* Contribute to the smooth start and end of the day, being highly visible to check uniform and attitudes
* To continue personal professional development as agreed;
* Contribute to the induction, guidance and support of all staff as required
* Participate in the academy ITT and NQT training and induction programmes as required.
* To engage actively in the performance review process;
* To comply with all school policies;
* Contribute to the supervision of students through School Duty Rotas before and after school and during break times
* Attend relevant parent events as allocated in hours
* Maintain records of events and ensure Year Group files are kept in order.
* Cover for absent colleagues, for example tutors, in exceptional circumstances.

This job description will be reviewed annually as part of your Professional Review Meeting.

**July 2020**

**“Coopers School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”**