

Job Title: Guidance Leader

Responsible to: Assistant Headteacher

RESPONSIBLE FOR

- Care and guidance of students in designated college
- Liaison with external agencies
- Management of interventions and support including co-ordination and planning
- Communication and record keeping relating to individual students
- Safeguarding

SECTION 1 – DUTIES

Leadership

1. Lead and chair meetings where necessary
2. Monitor, review and evaluate intervention programmes
3. Establish and implement clear policies and practices regarding action planning and assessment/recording of student progress.
4. Maintain accurate and up-to-date records of meetings, action plans and evidence of student progress.
5. Produce all necessary documentation to support hearings including admissions and exclusion
6. Negotiate pastoral support plans with students, parents and outside agencies and ensure they are regularly monitored and reviewed
7. Support the senior leader responsible for careers to deliver the careers education programme

Supporting Pupils

1. Support students in the classroom as and when necessary
2. Work with students, one-to-one, to encourage them to maximise their potential through a range of strategies and support programmes.
3. Draw up an action plan for students where necessary, set regular targets and actions and monitor the outcomes – thereby evaluating progress towards a more positive approach to learning
4. Attend case conferences and re-integration meetings as required
5. Act as on-call during designated lessons
6. Supervise detentions and periods of isolation ensuring that appropriate work has been set
7. Accompany trips and outside visits as required
8. Supervise students at breaks and lunchtimes and take duties as required
9. Attend parent consultation evenings and other evening functions as required, in return for time off in lieu
10. Working under the designated senior lead for safeguarding manage referrals and designated cases for children at risk

Liaison - Staff

1. Work with the college leaders, tutors, SENCO and other staff in the early identification of students who may benefit from additional support, particularly those that are:
 - underachieving;
 - at risk of exclusion;
 - poor attenders;
 - disaffected;

- experiencing learning difficulties;
 - lacking in self-esteem and confidence.
2. Regularly inform staff of developments, improvements in performance and successful strategies.
 3. Work with the SENCO to identify a range of strategies to assist pupils with their learning and contribute towards the production, and implementation of individual support plans

Liaison – Community and Agencies

1. Make regular contact with parents, encouraging them to support their child in overcoming any difficulty by advising them about strategies to improve learning.
2. Liaise with outside agencies, parents and carers to engage others to be involved in students’ learning and to give on-going positive support.
3. Liaise with feeder school staff to enhance the identification and provision made for those students who may need additional support on transfer.
4. Liaise with advisers and co-ordinators for designated groups such as ‘looked after children’.

Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in care and guidance
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the performance management process - evaluating and improving own practice.
4. Undertake all necessary training to fulfil duties as safeguarding lead

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST

The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School’s continuing professional development programme:

(add additional duties for your requirements)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

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| Compiled by: | Revision Number |
| Approved by: | Revision Date ___/___/___ |