



Toyndbee School

Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
S053 2PL

Appointment
of
Guidance Support Manager (Year Leader)

Contact Details:

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Website: www.toyndbee.hants.sch.uk/recruitment

Application Details

I have enclosed with this pack the following details:

- The Pastoral Team
- A job description/role profile
- Letter from the Headteacher

An application form (support staff) is available to download from Toyndbee School website. See link: www.toyndbee.hants.sch.uk/recruitment

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Pastoral Team

Core purpose of the Pastoral Team is to ensure that pupils are safe, happy and supported to achieve their potential.

Deputy Headteacher – Responsible for the leadership and oversight of all Pastoral, Safeguarding and Inclusion functions within the school.

Upper School Progress Director – Responsible for the leadership of pupil progress, standards and expectations in Key Stage 4 (Year 9,10,11)

Lower School Progress Director - Responsible for the leadership of pupil progress, standards and expectations in Key Stage 3 (Year 7 and 8) and the Year 6 Transition process.

Guidance Managers – Five Guidance Managers are each responsible for the leadership of their own Year Group and Tutor Teams. They are based in their own office in different parts of the school.

Vulnerable Pupil Coordinator – Responsible for Looked After, Post Looked After and Dual Registered Pupils.

Attendance Officer – Responsible for maintaining the pupil attendance systems, including first day absence contact, implementing the attendance policy and working alongside the Pastoral Administrator, Guidance Managers, SLT, Governors and the Local Authority in all matters relating to attendance.

Pastoral Assistant – Responsible for providing administrative support for the Pastoral team. This includes maintaining pupil records and systems, oversight of the Pupil Response system and supporting the Guidance Managers with pupil and parental communication, helping to ensure the smooth functioning of the Pastoral team.

Toynbee School Job Description

Post	Guidance Support Manager (Year Leader)	Current Post Holder	
Allowance/ Scale	EHCC Grade E	Date Reviewed	
		Signed	

Accountability:

The Guidance Manager will be responsible to

1. Headteacher
2. Senior Leadership Team
3. Progress Director

Job Purpose: To take responsibility for the pastoral welfare of a designated Year group of students and ensure effective communication with the families of these students to engage them as key stakeholders in their child's educational experience. To follow up attendance, behaviour, uniform and other aspects of day-to-day routine.

Profile and Responsibilities: (Local specific from job profile)

1. Attendance

- Ensure that all school procedures relating to attendance and lateness are followed and recorded.
- Support Progress Directors in working with students to encourage high levels of attendance.
- Analyse attendance figures for the designated year group and use the analysis to work with the tutor team to drive and sustain improvement.
- Collate and record work for students who are excluded or withdrawn from the school community through isolation or part time timetables.
- Ensure appropriate arrangements are made for students who are unwell or who have accidents during the school year, e.g. appropriate work sent home

2. Safeguarding

- Undertake Safeguarding Training and act as a member of the Safeguarding Team
- Respond to safeguarding related incidents, reporting directly to the DSL
- Ensure Safeguarding and Child Protection Policies are followed
- Liaise with external agencies.

- Ensure safeguarding records are kept up to date and information shared as appropriate.

3. Behaviour

- Implement the School Behaviour policy on procedures and sanctions relating to discipline, including Lesson checks, reports, take statements after incidents, detentions, exclusion processes and paperwork.
- Ensure all student behaviour and intervention logs are kept up to date and appropriate action is taken as and when required.
- Ensure the pupil uniform policy is implemented.
- Undertake an 'on-call' duty and inclusion duty, supporting colleagues with pupil behaviour.
- Carry out pupil supervision duties immediately before and after the school day, and at break times.

4. Communication

- Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard letters.
- Respond to parental enquiries and follow up, logging date, time, reason, and action.
- Ensure all pupil records are kept up to date and that relevant information is disseminated to staff.
- Assist with the preparation of pupil reports and liaise with admin/clerical team in the production of all student assessment data and standard/general letters home.
- Provide effective liaison with outside agencies including Childrens Services and CAMHS.

5. Leadership and management

- Foster an positive atmosphere withing the Year Group
- Liaise with a team of tutors ensuring all procedures and policies are adhered to, providing support as and when required for individual students during term time
- Lead tutor team meetings ensuring appropriate agendas are in place in line with the school priorities for improvement, disseminate minutes.
- Ensure all appropriate information and communications are disseminated to appropriate staff.
- Organise Designated Year Evenings, Parents' Evenings and assist with other school events.
- Lead Year Group Assemblies ensuring the school ethos is promoted, high standards are maintained and pupil achievement celebrated.

The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be a Guidance Manager at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher