

"A SCHOOL FOR EVERYONE..." Ofsted 2020

SECONDARY GUIDANCE MANAGER



Primary, Secondary & Sixth Form



An Introduction to Washwood Heath Academy

Dear Candidate

I am delighted that you are considering applying for the position of Pastoral Guidance Manager at Washwood Heath Academy. Washwood Heath Academy is a successful and popular All-through Academy with learners aged 4 – 18 years. It is a large academy with over 1700 learners from a range of socio-economic and cultural backgrounds.



The Academy achieved a strong set of results in 2024: Progress 8 was +0.19. Washwood Heath Academy is officially above average in terms of progress for Year 11 results in GCSEs and BTECs.

In March 2020, Washwood Heath Academy experienced its first Ofsted inspection as an All-through Academy and was graded 'Good' in all categories. Ofsted reported that *'Leaders have a clear and ambitious view of what pupils should learn. They have reviewed the curriculum and made changes in short and longer term'*.

Since I became Headteacher in 2019, we have had a relentless focus on curriculum and teaching and learning and we have a strong CPD programme in place to support this. In September 2019, Washwood Heath Academy embarked on its journey to develop and implement a knowledge-rich curriculum across all phases of the Academy. To date, we have embedded a knowledge-rich curriculum into Key Stage 3 and Key 4 subject areas and work is still very developmental in Primary and Key Stage 5. In addition, we have embedded Direct Instruction into Key Stage 3, and we are keen to introduce it into the Primary phase as a catch-up strategy. Staff at Washwood Heath Academy use research to help improve teaching and learning, curriculum and pastoral care.

To support teaching, we have a whole Academy behaviour policy that teachers consistently use. This



means that behaviour in lessons is good and low-level disruption is rare. We want our teachers to focus on their pedagogy and practice, not managing disruptive behaviour. Our behaviour policy also promotes diversity and inclusion, and we are proud to be an Academy that stands against bullying and discrimination. We are part of the Anti-Bullying Alliance and in November 2021 we were awarded the UNICEF Gold Rights Respecting Schools status.



Our pastoral system is at the heart of everything we do at Washwood, with pupils being assigned to one of eight Houses within Academy – each with its own designated colour and name. The eight Houses each have a range of ages within them with 2 form classes per year group making up the 8 forms in each House. The Heads of House work closely with their Guidance Managers and SLT links to support the development of pupils through the Academy. Pupils remain in the same house from Year 7 to Year 11 which helps foster and develop supportive relationships between the pastoral teams, the form tutors and the pupils. Houses really become a strong factor in the pupils' identities at Washwood Heath Academy, each one building its own identity, led by the Head of House, and developing a close family feel within the larger overall Washwood family.

In addition, we are establishing the House system in our Primary phase too.

At Washwood Heath Academy, we believe in creating and sustaining a positive and uplifting culture for all of our children and we also do this for each other as well. We are a caring and nurturing environment which aims to develop all of our core HEARTS values: Happiness, Excellence, Achievement, Respect, Resilience, Tolerance and Self-Belief. We go above and beyond to ensure that everybody within our Academy community feels respected, challenged, supported and safe. We believe in being: **Ready, Respectful and Safe** and we expect all visitors to our Academy to uphold our three rules.



We aim to equip our pupils with the right tools for them to achieve and we aim to provide them with the most effective environment that ignites curiosity and wonder throughout our pupils' journey with us. We have been developing the links between our Primary and Secondary phases, with a particular focus on utilising the expertise of subject specialists in Secondary and the extensive facilities in the Academy. Primary pupils have access to music rooms, Science Labs, PE facilities, Drama studio, Art rooms and outside space – a real benefit to the all-through Academy. We support our families in ensuring that they too, can provide the right environment for our children to



learn effectively and to grow securely both emotionally and mentally. Together as one Academy, Washwood Heath Academy provides a safe and caring environment for our pupils led by highly effective staff whose main aim is to ensure a continuing ethos of resilience and respect in learning.

You can find out more about Washwood Heath Academy at the website: <https://washwood.academy/>

Job Description – Guidance Manager

Job Title: Guidance Manager

Salary Scale: Grade 4

Reports to: Head of Academy and Deputy Head of Academy

Job Overview:

To provide outstanding pastoral care for students. The Guidance Manager will provide support and intervention strategies, and act as a “front line” pastoral support leader, in order to meet the pastoral needs of students at Washwood Heath Academy.

Job Description

- Ensure good communication with parents and members of school staff through parental meetings, telephone calls, emails, letters.
- Conduct relevant investigations and apply appropriate actions in relation to all pastoral concerns.
- Liaise with external agencies such as, the educational welfare service, school nurse services, educational psychologist, social services, health services, the police, and a wide variety of other organisations and support agencies where required
- Liaise with the SEN team and support with the implementation of individual behavior plans, pastoral support plans and individual education plans
- Supervise social and detention areas at break times, lunchtimes and after school
- Monitor attendance and punctuality and take appropriate action when these do not meet the required standards
- Maintain records including Arbor and CPOMs (Safeguarding, Child Protection and Pastoral Software)
- Distribute, maintain and monitor student referral forms
- Organise and collate work for excluded/sick/absent students and attend meetings with parents where appropriate
- Support the organisation of parents’ evenings/open Evenings.

- Support the organisation and quality assurance of student reports.
- Assist with school educational visits.
- Assist with the movement of students between buildings during lesson changeovers
- Contribute to the house self-evaluation process and the implementation of the improvement plan in accordance with the schools aims, policies and plans
- Carry out duties and responsibilities necessary for the smooth running of the school as directed by the Head of Academy

General duties are to:

- Provide accurate group lists and other information required by administrative support.
- Fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document.
- Carry out duties and responsibilities necessary for the smooth running of the school as directed by the Head of Academy

PERSON SPECIFICATION

EDUCATION/QUALIFICATIONS	Essential	Desirable
Good standard of basic education, equivalent to NVQ 3	√	
GCSE (or equivalent) qualification in both English and Mathematics Grade C or above	√	
ICT qualification/training		√
First aid trained		√
Prevent training		√
Safeguarding training		√
Early Help assessment training		√
Mental health first aid training		√
Experience		
Effectively dealing with the needs of vulnerable and at risk learners	√	
Working with or caring for children (of secondary school age) within previous and/or current post	√	
Building of positive relationships through parental liaison and other agencies	√	
Intervention – experience of implementing an agreed strategy for learners to improve their attitude and engagement.	√	
Writing of IBPs (Individual Behaviour Plans) with the purpose of removing barriers to learning		√
Collaborating with all stakeholders, parents, family, carers, staff, other students, agencies	√	
Implementing strategies to help pupils improve attendance levels		√
PROFESSIONAL KNOWLEDGE AND SKILLS		
Understanding of children emotional and social needs	√	
Policy and Regulatory knowledge for Safeguarding and pastoral areas		√
Educational databases (ARBOR) and safeguarding systems (CPOMS)		√
OTHER SKILLS AND QUALITIES		
Exceptional ability to listen, reflect and communicate effectively, for a wide range of purposes and audiences.	√	
High standards of personal and professional conduct.	√	
Emotional resilience, stamina and flexibility when dealing with challenging issues and circumstances.	√	
Personal impact and presence.	√	
Integrity.	√	
Self-confidence.	√	
A positive outlook and sense of humour.	√	
DIRECT STUDENT PASTORAL SUPPORT EXPERIENCE		
ATTENDANCE		
Experience of monitoring attendance for Groups/individuals– assessing that attendance and taking action as appropriate		√

Co-ordinating home/school visits with parents/carers/multi agency		✓
Co-ordinating appropriate correspondence with relevant agencies		✓
SAFEGUARDING		
Detailed record keeping which meets the safeguarding standards required		✓
Experience of supporting students at risk and managing a caseload of safeguarding		✓
FAMILY SUPPORT		
Supporting with parental Liaison and creating positive outcomes for learners and their families		✓
Experience of supporting Families which evidences success, through positive parental engagement		✓
Experience and completion of Early Help Assessments		✓
Supporting colleagues in identifying families in need of intervention or further support		✓
LOOKED AFTER CHILDREN (LAC)		
Experience of EPEPs		✓
Experience of dealing with Looked After Children Understanding of legislation and obligations to LAC Experience of family/carer meetings		✓
Experience of Transition process for LAC		✓
STUDENT INTERVENTION		
Experience of developing Intervention programmes to support children with social & emotional difficulties		✓
Knowledge of the external support services available to support that intervention		✓

