

## Job Description

<b>Post title</b>	Support and Guidance Manager
<b>Salary</b>	Band 2
<b>Responsible to</b>	Senior Leader for Behaviour
<b>Responsible for</b>	There are no associated line management responsibilities.
<b>Role purpose</b>	To work with colleagues, students and parents/carers in partnership, sustaining and improving the quality of education provided at Barnsley Academy.
<b>Relevant qualifications</b>	Experience in a similar role.  Numeracy and literacy skills equivalent to GCSE grade C in English and Maths (or equivalent).

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

## Role Summary

The post-holder will report to the Senior Leader for Behaviour and work with the Head of Year for an assigned year group. Key responsibilities will include:

- To enable all students to develop the habits of self-discipline required to climb their personal mountain to university or a real alternative.
- To fulfil our commitment to disruption free learning, every minute of every day.
- To support with leading a year group in their pastoral development at Barnsley Academy.

The post-holder will be aligned with the academy's Mission, Vision and Values.

### Mission

To provide a world class education so students have the choice to attend a top university or a real alternative.

## **Vision**

Our mission is underpinned by a vision for a world class education which is ambitious, broad, and knowledge-rich resulting in students achieving outstanding progress, irrespective of the challenges they face. These qualifications will be a passport to students going onto living successful, fulfilled and happy lives.

## **Values**

Our shared values of ambition, determination and respect drive our behaviours, thinking and decision making.

We are unashamedly ambitious for our students. We want the very best for them and their futures. We are determined, we work hard to overcome obstacles and reach success. We ensure we provide the very best education, rooted in the best educational research so high-quality teaching is delivered daily. We engage in professional development as we continually strive for excellence. We are respectful and show due regard for others feeling, rights and wishes. We apply rules and use routines to develop successful habits in our students. This creates a safe, calm, and purposeful learning environment where all staff and students show genuine mutual respect.

## **Key Responsibilities**

### **Main responsibilities**

- To work with the Senior Leadership Team to improve the self-discipline of students in the academy.
- To share in the corporate responsibility for, and commitment to, the safeguarding and promotion of the well-being and discipline of all students.
- To support the running of the Reflection Room; through resetting students regularly in the day to ensure their successes.
- To oversee the pastoral and personal development of a year group or year groups of students by knowing every child and supporting them to meet the expectations of the academy.
- To support the academy induction programme for new students.
- To actively engage parents/carers in the academy and in their child's development.
- To support detentions by following up on non-attendance; this will be supported through a working day of 8:00 am to 4:00 pm.
- To target specific groups of children to improve self-discipline.

- To develop rigorous tracking systems to monitor behaviour and intervene where necessary.
- To work closely with the communities and families to improve behaviour.
- To investigate and follow up on incidents, ensuring the academy behaviour policy is upheld.
- To follow up relentlessly on any reports of bullying, ensuring all students feel safe coming to school, fulfilling our commitment to being a no bullying school.
- To undertake investigations into reported misbehaviours/incidents and implement sanctions according to the academy policy; this will be done in conjunction with the Senior Leadership Team.
- To attend meetings including parents' evenings, working with parents/carers to give the child the very best chance of success.
- To not allow excuses to become a part of the culture at Barnsley Academy.
- To support the development of positive mental health amongst students at Barnsley Academy.
- To follow an on-call rota to ensure punctuality to lessons is excellent.
- To perform assigned duties at the reasonable direction of the Principal or their designated representative(s).

## General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies and with central office.

- To be aware of, and comply with, United Learning’s policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required. Trade Union representatives will be welcome in any such discussions.

## Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

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

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I accept my job description and job title as detailed above.

<b>Name (print)</b>	
<b>Sign</b>	
<b>Date</b>	