



BHASVIC

Required ASAP

GUIDANCE MANAGER (Permanent, Full Time, Full Year)

We are seeking to appoint an enthusiastic, dynamic and suitably experienced person to work as a member of the Guidance Management Team.

You will be responsible for ensuring that students have excellent pastoral support in relation to a wide range of issues and needs including academic progress, careers progression, safeguarding and welfare. You will support a team of approximately 8 Personal Tutors to achieve excellent outcomes for students and have your own two tutor groups. You will work closely with curriculum and other internal and external departments.

As a Guidance Manager you will have a designated safeguarding role and will receive training in relevant procedures.

In addition to core duties, each Guidance Manager leads on specialist cross-college areas of provision which are agreed annually amongst the team. Current cross-college specialisms are within Higher Education, Safeguarding and Vulnerable Learners, Employability, Patent and Alumni networks and Student Union, Guidance data and reporting and Emotional Health and Wellbeing.

This is a permanent, full-time, full-year post, working 37 hours per week. The starting salary is £33,763 per annum which will rise to £36,322 per annum over four years subject to satisfactory performance. This salary is within Grade 9 of the support staff pay spine. Holiday entitlement is 29 days per annum. This entitlement rises to 34 days after five years' service.

Daily start and end times are negotiable and to be agreed, between the hours of 8.00am and 6.00pm. From time to time these hours will vary in response to the needs of the College and will include some evening work (for example, parents' evenings, school visits and open evenings).

Pensions and Safeguarding

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be between 6.5% and 6.8% of your gross salary and the College contribution would be 18.5% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

HOW TO APPLY

For details of how to submit your application, please visit our website <https://www.bhasvic.ac.uk/the-college/working-for-us>

Your application should include the following:

- **A completed application form**
- **A statement outlining how you meet each of the criteria in the person specification below**

Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

- **A completed equality & diversity recruitment monitoring form**

<p>Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.</p>

The deadline for receipt of applications is **9:00am on Monday 20 August 2018**

Interviews will take place on **Friday 31 August 2018**.

For applicants who are invited to the selection process there will be ample opportunity to learn more about our provision and needs through discussions with staff.

PERSON SPECIFICATION

Post Title: **Guidance Manager**

Department: **Guidance**

We are looking for someone who can show evidence of the following skills, experience and attributes:

Essential Criteria	Method of assessment
Qualifications	
1. Educated to at least Level 5 or above (Degree, NVQ Level 4 or Higher National Diploma, for example) in teaching, youth work, careers or a related professional qualification; or demonstrable equivalent professional experience and up-to-date, relevant and completed training at management level within the post-16 sector. GCSE Grade C in English and Maths, or equivalent.	Certificates Application
Skills	
2. An ability to support and guide students on emotive issues sensitively but practically, understanding various perspectives and coordinating effective responses, using tact, sensitivity, active listening, negotiation and assertiveness when needed.	Application Interview Assessment
3. The ability to work quickly, flexibly, effectively and positively in response to young people with complex, multiple or high risk needs and other requests made at short notice.	Application Interview
4. Possess excellent interpersonal and networking skills, working professionally with students, colleagues, parents and outside agencies and adeptly making connections and building positive relationships with people.	Application Interview
5. The ability to work with a high-level of autonomy within broad guidelines, planning effectively, prioritising a varied workload, working accurately with attention to detail, meeting deadlines and working effectively under pressure.	Application Interview
6. The ability to self-reflect, evaluate, put forward ideas, think positively, focus on solutions and continue to improve.	Application Interview
7. The ability to work across the organisation, with a wide range of people and teams leading on, managing and completing projects.	Application Interview Assessment
8. The ability to lead and motivate a team while working closely within teams, and with a shared workload, to deliver a high quality student-centred service.	Application Interview
9. The ability to communicate effectively and thoroughly, both orally and in writing, with good grammar, spelling and punctuation skills.	Application Assessment
Knowledge and Experience	
10. At least 3 years' experience in providing guidance and support to young people, including a minimum of two years' experience with 16-19 year old students in an educational setting.	Application Interview

11. Experience of managing projects, key processes or new initiatives within an organisation and across departments or teams.	Application Interview Assessment
12. A strong understanding of the potential barriers faced by young people when accessing and participating in education.	Application Interview
13. Demonstrable understanding of safeguarding, confidentiality, data protection and other professional duties in relation to working with young people.	Application Interview Assessment
Other	
14. Willingness and ability to undertake training needed in order to develop new skills and fulfill the changing requirements of the job.	Interview
15. Flexibility over working hours.	Interview
16. Resilience to the demands and pressures of a complex and challenging role.	Application Interview
17. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct and the Equality, Diversity and Inclusivity Policy.	Interview

Previous relevant experience within a sixth form or general further education college is desirable but not essential, unless in lieu of qualifications outlined in 1 above.

JOB DESCRIPTION

Post Title:	Guidance Manager
Responsible to:	Assistant Principal (Director of Student Services)
Contract (Support Staff)	Full-time, Permanent

Job Purpose:

- To lead, manage and coordinate the college's guidance provision, including student support, safeguarding, personal development, behaviour and welfare
 - To line manage a team of personal tutors, assisting and supervising them in their casework
 - To assist in the leadership, delivery and development of the tutorial programme, including quality assuring its delivery and leading on specialist tutorial pathways
 - To manage communications with parents, carers and external agencies, including managing complaints and complex casework
 - To lead and promote specialist areas of cross-college provision at a strategic level, developing outstanding progression opportunities, student experience, educational outcomes and external stakeholder communication
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Main Responsibilities

1. Oversee student behaviour and welfare, acting in accordance with all college policies, managing complaints, conducting investigations and making decisions about students' places on courses and/or at the college.
2. Co-ordinate communications and support in individual cases and devise strategies with the student, parent/carer(s), personal tutor, teachers, managers and other relevant people to monitor and assist these students
3. Provide specialised information, advice and guidance (including to prospective and ex-students) regarding academic programmes at the college; progression routes; wider study and career related applications; exam results, resits and retake opportunities
4. Undertake a 'Designated Person' role, providing safeguarding and child protection duties alongside team cover for students in crisis, at risk or in need of urgent support.
5. Maintain accurate and up-to-date records of individual student casework and wider guidance activity relating to specific groups of students and the whole college.
6. Undertake a Personal Tutor role which includes taking at least two tutor groups and associated tutorial duties.
7. Work with the Head of Tutorial to lead the planning and development of tutorial activities and resources, including leading on specialist tutorial schemes of work, activities and resources, as required in Visual Arts, Enterprise and Employability.
8. Support the Guidance Coordinator in managing and arranging absence cover for tutorials and student casework.
9. Represent the college and/or guidance at key events during the academic calendar, (including evening events), providing specialist information, advice and guidance to prospective students, parents / carers, and other key stakeholders.
10. Assist with school liaison and admissions, marketing the college to prospective students by attending 'post-16' evenings, giving talks in schools, interviewing applicants to the college and enrolling students.
11. Assist with the post-results advisory service for students and parents, which commences the day before the summer GCE A-level exam results are released in August

12. Undertake any other duties which may from time to time be reasonably requested by your line manager.

Management Responsibilities

1. Line manage a team of personal tutors, assisting with complex casework, and offering supervisory and managerial support to ensure high quality delivery of tutorial and guidance provision.
2. Lead on arrangements for the induction, probation, professional development and appraisal of personal tutors within the team, assisted by the Head of Tutorial in monitoring and reporting on the quality of their work.
3. Participate in quality assurance and improvement of guidance and tutorial provision as an observer of tutorials¹ and other internal/ external quality reviews.
4. Contribute to staff development at a cross-college level by planning and delivering staff induction and INSET on relevant guidance matters.
5. Where relevant, line-manage designated co-ordinator roles within guidance, as part of specialist areas of cross-college provision, and assist these staff in writing a self-assessment report, as appropriate.

Strategic Responsibilities

1. Undertake research and development of specialist areas of cross-college provision, linked to local and national best practice within guidance-related activity.
2. Take a lead role in promoting and developing guidance-related strategy, operational relationships and effective implementation of policies, procedures and systems.
3. Write an annual self-assessment report and action plan relating to the key area(s) of specialist responsibility, using data, record keeping and quality assurance feedback systems to inform analysis.
4. Contribute, as required, to reports to governors and the college development plan
5. Represent guidance in a range of cross-college team meetings and department links, presenting developments in guidance work, contributing and informing the strategic direction of the college and other departments.
6. Represent the college externally in relevant local network/partnership meetings and groups.

¹ A Guidance Manager will only perform quality assurance roles in observation of whole group tutorials once the following 5 conditions have been completed: i) A full academic year of working as a Personal Tutor; ii) Lesson Observation Training; iii) Shadowing of a member of the Lesson Observation Team; iv) Team observing with a member of the Lesson Observation Team; v) Achieving positive developmental feedback from their own Tutorial Observations (including sharing of best practice).

Specialist Guidance Cross-College Provision

Specialist guidance provision covers a wide range of college activity which has a significant strategic impact across the college and on outcomes for students. Such provision may change in response to the strategic needs and direction of the college. Responsibilities for specialist guidance provision are shared amongst the Guidance Management team and are reviewed annually, as part of the PDR (professional development review) / SARAP (self-assessment review and action plan) process.

Purpose:

- To ensure that the college maintains leadership in guidance and quality matters, ensuring that guidance provision meets the needs of students cross-college.
- To ensure best practice in the college's activity, through on-going research and development, and maintenance of external relationships, keeping in line with local and national initiatives.
- To report annually, in line with the college's quality assurance process, on key strategic areas of guidance provision
- To contribute to the college's development plan and support the achievement of the college's strategic direction and aims.

Current Strategic Areas:

1. Guidance Data:

- liaise with CIS, Head of Faculty (in charge of data), Student Services manager, and other key staff, to lead and develop information systems and data sets which inform and direct quality improvement in student support, personal development, behaviour and welfare and the college's guidance service;
- provide regular and timely reports, recommendations and guidelines to peer managers on understanding and use of guidance-related data sets, and offer CPD for all staff on data and information relating to personal development, behaviour and welfare and the college's guidance service
- research best practice in guidance-related information systems and data-generation, which supports and informs quality improvement in student support, guidance provision and personal development, behaviour and welfare

2. Wellbeing:

- liaise with Student Services manager, Head of Tutorial and other key staff to lead and develop the college's Emotional Health and Wellbeing strategy, with a focus on improving student wellbeing cross-college
- research and advise on appropriate budget deployment for student wellbeing activities
- research best practice to develop policy and act as specialist adviser to provide relevant CPD for staff relating to student wellbeing

3. Enterprise and Employability

- liaise with Student Services manager, Head of Tutorial and other key staff to lead and develop the college's Careers Education and IAG strategy, with a focus on developing employability activities cross-college
- research and advise on appropriate budget deployment for employability activities linked to tutorial
- act as specialist adviser to provide relevant CPD for staff relating to enterprise and employability, as well as information for parents/carers relating to the apprenticeship pathways, enterprise and employability

- work with other key staff to gather information on apprenticeship and employment destinations to contribute to the college's annual destinations reporting to Governors

4. Safeguarding

- act as operational safeguarding lead and deputise, as required, as 'designated lead person' on behalf of the college
- liaise with key staff, including Admissions, CIS, Study Support and peer managers to co-ordinate safeguarding information from external providers
- research best practice to develop policy and act as specialist adviser to provide relevant CPD for all staff relating to safeguarding
- contribute to the college's annual safeguarding report for Governors

5. Vulnerable Learners

- liaise with key staff, including Admissions, CIS, Study Support and peer managers to co-ordinate information regarding Vulnerable Learners (including looked after and previously looked after children and care leavers) from external providers / key stakeholders and devise appropriate support strategies
- research best practice to develop policy and act as specialist adviser to provide relevant CPD for all staff relating to safeguarding

6. Parent and Alumni networks

- lead and develop the college's Alumni & Parent network strategy, with a focus on improving parent, carer and alumni links and communication. Liaise with Student Services manager, Guidance Co-ordinator and other key staff, as well as external partners
- research and advise on appropriate budget deployment for parent / alumni activities
- research best practice to develop policy and act as specialist adviser to provide relevant CPD for staff relating to parent/carers and alumni networking

7. Student Union

- line manage the Student Union officer, including supervising the management of the SU budget
- assist SU officer in co-ordinating SU activity and in training the student reps
- research best practice to develop SU profile and develop Learner Voice and other student-stakeholder activities

8. Higher Education

- lead and co-ordinate the UCAS application process, liaising with key staff, including General Office, CIS, Head of Tutorial and peer managers to manage HE applications and analyse information regarding HE destinations
- line manage the Oxbridge / Study Abroad co-ordinator, including supervising the management of the Oxbridge budget
- liaise with medical careers enrichment co-ordinator to supervise medical careers tutor(s) and oversee study abroad applications in conjunction with Student Services manager and other key staff

- act as specialist adviser to provide relevant CPD for staff and information for parents/carers relating to the HE application process and reference writing
- produce the college's annual destinations report for Governors

A **Guidance Manager induction handbook** is being updated to be available from September for a detailed description of specialist roles.

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*

July 2018