ROLE PROFILE FORM

Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

Role Profile Form Number: 02310

1. DEPARTMENT: Children's Services - Schools

2. SECTION:

3. GROUP/SPECIALISM:

4. ROLE TITLE IN FULL: Pupil Support and Guidance Manager

5. SAP ROLE TITLE:

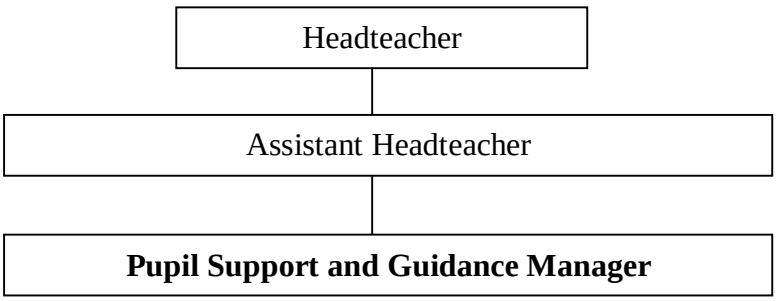
6. NEW ROLE PROFILE
DATE OF COMPLETION: August 2006

7. REPORTS TO: Assistant Headteacher Pupil Support and Guidance

8. ROLE PURPOSE:

To remove barriers to pupils' learning of inappropriate behaviour and of poor attendance and punctuality by providing pupils with effective support and guidance sot that their learning and that of others is enhanced by high standards in these areas. To work effectively with parents and a range of agencies to achieve the same.

9. ORGANISATION



10. Accountabilities

- Investigating all pupil behaviour issues that arise and coming to an effective outcome which makes appropriate use of all school policies and procedures, including use of regards and sanctions and liaison with relevant staff, agencies and parents.
- Organising and supervising daily after-school detentions.
- Attending and making necessary preparations for the fortnightly Pupil Referral Meeting and taking appropriate follow up action.
- Maintaining appropriate Pupil Behaviour Records.
- Preparing drafts on written communications with parents and outside agencies.
- Providing effective support and guidance for all pupils with particular emotional and vulnerable needs.
- Providing effective support and guidance in order to maintain high standars in the wearing of pupil uniform and in respect of school policies or other aspects of pupil appearance (e.g. jewellery and hairstyles)
- Making full use of the capability of the CMIS pupil information system (behaviour, attendance, mentoring, assessment data, learning skills passport).
- Attending all relevant meetings, including Heads of Year and Tutor meetings
- Analysing records of pupil behaviour and utilising results effectively.
- Maintaining accurate records of pupil behaviour, attendance and punctuality and analysing this information to coordinate the appropriate award of rewards.
- Providing ‘same day’ follow-up telephone calls notifying parents/carers and securing the reason(s) for pupils’ non-attendance or poor punctuality.
- Providing effective mentoring (one to one) and small group monitoring support and incentives for improving attendance.
- Liaise effectively with the senior leadership team who have lead responsibility for attendance and punctuality.
- Making use of all school policies and procedures in order to achiever and maintain high standards of attendance and punctuality.
- Providing daily monitoring and appropriate follow up of pupils’ poor punctuality.
- Supporting all staff including teachers in the maintenance of attendance records.

11. Key Decision Making Areas in the Role

- Assessment of emotional or social difficulties attributing to poor behaviour, punctuality or attendance.
- Making judgements regarding when to refer students to external agencies for counselling or more specialised intervention as appropriate.

- Deciding on appropriate support and advice for individual students according to their specific circumstances or difficulties experienced.
- Determining appropriate types, level and criteria for the award of rewards and sanctions.
- Determining strategies for encouraging appropriate behaviour and improving punctuality and attendance.

12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

- No budgetary responsibility
- Size of school / number of pupils
- Number of referrals anticipated in a specified period

13. Main Contacts – external/internal customer contacts and purpose

- Pupils (daily) – to assess social and emotional needs, behavioural difficulties and attendance and punctuality
- Teachers (regular) – to liaise over individual pupils
- Parents – to arrange visits to the school to discuss pupil's behaviour, attendance and punctuality
- External agencies (Education Welfare, Social Services, pastoral team etc)

14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

- School and classroom based learning environment
- Likelihood of encountering challenging behaviours

15. Role requirements for operational effectiveness.

- Knowledge and understanding of the problems ad issues families/parents face which affect behaviour, attendance and punctuality, particularly of those pupils with challenging behaviour(s)
- Knowledge of child development
- Experience of working with children and young persons
- Excellent communication skills which enable positive resolutions of difficult situations
- Ability to listen effectively
- High level of self motivation and the ability to work on own initiative
- Ability to work as part of a team and to establish good working relationships
- Experience of working with key agencies to resolve situations
- Knowledge of child protection / safeguarding procedures

16. Context/Additional Information

- This role has a highly confidential component and requires the postholder to gain and maintain the trust and confidence of students and their families. The postholder may be afforded access to child protection / family sensitive information and will be required to treat this accordingly.
- The postholder may experience stress as a result of working with individuals with a diverse range of complex and demanding behaviours
- This role requires a high degree of integrity and a full understanding of the confidentiality of the issues with which the role holder will be dealing