



Opportunities at Park Community School

# Behaviour Support and Guidance Manager

37 hours per week, 42 weeks Grade D  
pro rata £18,101 - £20,372 per annum

Fixed term contract in first instance - January to 31 August 2017

Skilled at working with young people, you will help us care for and push students to achieve what they never thought they could, by:

- Relating well with young people and helping to remove barriers that have resulted in inappropriate behaviour and/or
- Providing support and guidance so that students' learning is enhanced by high standards
- Working effectively with parents/agencies

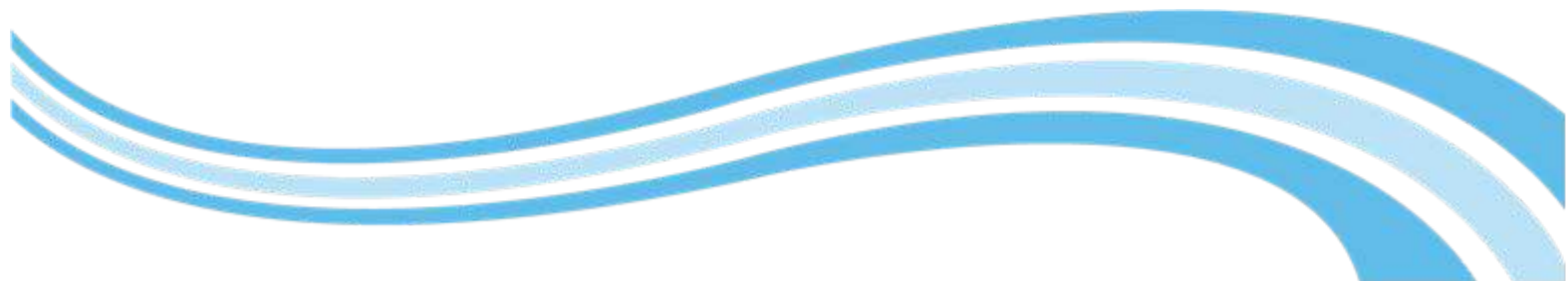
Experience of working in an educational environment would be advantageous, as would qualifications in childcare or similar. You need to be literate, numerate, articulate and IT literate.

To apply for this position, please download application form and details from [www.pcs.hants.sch.uk](http://www.pcs.hants.sch.uk) or e-mail [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk) to request an application pack. We look forward to hearing from you.

**Closing date: Tuesday, 6 December 2016**

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks.

In promoting equal opportunities, the school welcomes applications from all sections of the community.



## Behaviour Support & Guidance Manager KS3 or KS4

### LOCAL DUTIES attached to HCC Role Profile No. 02310 (Pupil Support & Guidance Manager)

- Challenge and motivate students to be the best they can be both as a person and academically.
- Ensure school behaviour policy is adhered to.
- Monitor student behaviour.
- Address issues to do with poor behaviour.
- Provide opportunities to discuss with students the consequences of their poor behaviour.
- Provide information and advice to enable students to make the right choices about behaviour.
- Keep and maintain files on students' behaviour and actions taken.
- Attend all relevant meetings.
- Meet with parents when appropriate.
- Liaise with outside agencies where appropriate.
- Carry out investigations of poor behaviour and ensure relevant sanctions are issued and completed.
- Meet with Senior Behaviour Manager on a daily basis to discuss students.
- Supervise seclusions, detentions, IER, Progress Room and other school sanctions in line with school policy.
- Undertake duties as required, e.g. break, lunch, IER, Progress Room

### Standard local duties applicable to all support roles at PCS:

- Acting as reader, scribe and/or invigilator for internal or external examinations (alongside other support staff).
- Administrative tasks associated with parental reports and other mail shots home.
- Miscellaneous administrative tasks reasonably required by the school such as handling mail.

