



# Welfare, Support & Guidance Manager

**(Student Welfare Manager)**

**Park Community School, Middle Park Way, Havant, PO9 4BU**

Initially Fixed Term to 31/8/2022 – likely to be extended

Salary scale D £21,403 to £24,055 FTE (Pay Award Pending)

(Actual pro rata salary £19,715.40 at D1)

37 hours per week, 42 weeks per annum (term-time only)

We are looking for a Welfare, Support and Guidance Manager to join our existing team, offering pastoral and behaviour support to students of secondary school age.

This is a busy role, working directly with students, requiring the ability to relate with young people and helping to remove the barriers that may have resulted in inappropriate behaviour; as well as working effectively with parents and external agencies.

Our existing team come from a range of career backgrounds, and although experience working in an educational environment would be an advantage, this is not a prerequisite for the role. Other relevant experience or qualifications might include childcare or similar.

Due to the administrative aspects of the role, you need to be literate, numerate, articulate and IT literate.

The hours for this post are 7.30am to 4.00pm, Monday to Friday; this is inclusive of 3 extra hours per week which count towards the 42 working weeks per year, meaning that the role is effectively 39 weeks (term time only). Requests for flexibility will be considered.

The school is supportive of career development opportunities, including external study or apprenticeship routes.

To download a Support Staff Application Form, please visit [www.pcs.hants.sch.uk/employment.php](http://www.pcs.hants.sch.uk/employment.php) or email [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk).

**Closing date: 30<sup>th</sup> November 2021**

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 Disclosure & Barring Services (DBS) checks along with other relevant employment checks.

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