

The Management Structure and Process of The Guidance Team

The guidance and welfare of the pupils in St. James' is the responsibility of every member of staff and school governor. The formal structure is however, a year-based system.

Each year group consists of six forms each with a form tutor (FT) headed by a head of year (HOY). Additional staff are allocated to each year group to support the year team.

The five HOYs (Years 7 - 11) make up the guidance team along with their line managers, the Key Stage Co-ordinators. The Key Stage 3 Co-ordinator is responsible for Heads of Years' 7 – 9 and the Key Stage 4 Co-ordinator for Heads of Years' 10 and 11.

This structure is supported by the work of:

1. The school Christian worker
2. The education welfare officer (EWO)
3. The school nurse
4. The SENCO
5. The LA support service
6. The Behaviour Support Team
7. PARE forum/multi agency meetings
8. Pastoral Support Managers (PSM)

In addition the welfare and development of the pupils under the care of the school is very largely influenced by the quality of the curriculum work done within faculties and involving all the staff of the school.

HOYs move through the school with their year group. In the main the form tutors also move through the school with their form.

The Work of the Heads of Year

Much of the work of the HOY is similar whatever the age group concerned. As pupils move through the age range 12 - 16 years however certain specialist skills and aptitudes are required from the HOY and the form tutors concerned. These can be identified in the job descriptions for these roles.

Each HOY may meet and talk with their form tutors on an informal basis, daily. However, there is provision for structured year team meetings at regular intervals, these usually take place during morning registration - once every half term.

To support these meetings a regular programme of meetings for the Guidance Team (and other agencies when needed) take place during the PHSE cycle.

The key to success in the aspirations expressed in the school mission statement is not only the efficient and sensitive management of relationships between staff and pupils but also full communication and co-operation between school and home. To this end a great deal of time and effort is expended in bringing the pupils' parents or significant adults into the equation. In this task the work of the EWO and school Christian Worker is often crucial. This is especially so in particularly difficult or sensitive situations.

The Work of the Form Tutor

So much of the day to day work of the guidance policy stands upon the quality of the work undertaken by the form tutor. The form/form tutor relationship is a crucial factor in the management of the guidance strategy. It is the building block of the structure. The value of the form tutor cannot be overestimated nor should it be taken for granted.

The work of the Pastoral Manager

At St James' we have three PMs, one dedicated to Year 6/Year 7 transition, one to Year 8/Year 9 and finally, one to Year 10/Year 11 (this single role is undertaken by two people undertaking a job share). The key role of the PM is to support the learning of pupils in school by dealing with Pastoral Issues. These include incident investigations, pupil mentoring and assisting pupils in overcoming any barriers to learning they may have. The PM is also a first point of contact for parents and is available to discuss and concerns or issues that they may have regarding their son/daughter welfare. All PMs are involved in "team around the child" (TAC) process with external agencies where necessary and are available to support parents and pupils throughout this process. The PM also plays a role in motivating pupils to achieve, and reinforcing self esteem. Where appropriate the PM will also discuss poor behaviour with pupils and consider attendance and punctuality issues.

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