Guidance Manager - Hub & Lodge

Start Date: ASAP

We are looking to appoint an energetic and innovative Guidance Manager to take on the day-to-day leadership of our pupil support units, 'The Hub' and 'The Lodge'.

- Please return completed application forms to recruitment@toynbee.hants.sch.uk
- No CVs will be accepted.
- Deadline for application is: 14th April 2026
- Please note that we encourage early application, and we may interview and appoint ahead of the deadline

Toynbee School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Bodycoats Road, Chandlers Ford, Hampshire, SO53 2PL
www.toynbee.hants.sch.uk

Welcome

from the Headteacher, Matthew Longden

I am delighted that you are considering applying to be the Guidance Manager - Hub & Lodge at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become “outstanding”. We are proud of our successful OFSTED inspections in 2015, 2019 and 2024, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils’ aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra -curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils’ talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Guidance Manager - Hub & Lodge

Salary: EHCC Grade E £33,178 - £36,369

Reporting to: Deputy Headteacher

We are looking to appoint an energetic and innovative Guidance Manager to take on the day-to-day leadership of our pupil support units, 'The Hub' and 'The Lodge'. Our Guidance Managers are central to the progress of our pupils, and the successful candidate will have a unique opportunity to play a crucial role in supporting pupils' progress and wellbeing.

The aim of 'The Hub' is to re-engage a small group of pupils in their education, recognising that not every pupil is the same and that some may require alternative ways to access their learning. 'The Lodge' focuses on providing support for pupils with Emotional Based School Avoidance (EBSA) and those pupils that are re-integrating to school for a range of reasons.

'The Hub' and 'The Lodge' are central to the inclusive ethos of our school and somewhere that the pupils see as a place of safety, where they can build relationships with each other and with trusted adults. While teachers will lead the majority of sessions for the pupils, the successful candidate's role will be to provide day-to-day leadership of the provisions, be the pupils and parents first point of contact, alongside liaising with staff and external agencies to offer our pupils the platform for success in their future education and livelihood.

Profile and Responsibilities: (Local specific from job profile)

1. Leadership

·· Be the main point of contact for all day-to-day matters relating to the Lodge and the Hub pupils.

· Under the direction of SLT, establish a positive culture, ethos and expectations within the Lodge and the Hub, ensuring pupils feel safe, supported and ready to learn.

· Ensure all communications relating to the Lodge and the Hub pupils are shared with relevant members of staff, parents and external agencies.

· Build positive relationships with pupils, staff and parents, maintaining the Toynbee core values of 'Respect' and 'Personal Best'

· Report fortnightly to SLT on the progress (academic and social) of the pupils within the Lodge and the Hub, following up on actions, as required.

· Line Management responsibilities as required

2. Safeguarding

·Undertake Safeguarding Training and act as a member of the Safeguarding Team

· Respond to safeguarding related incidents, reporting directly to the DSL

· Ensure Safeguarding and Child Protection Policies are followed

· Complete all Reduced Hours Provision and Risk Assessment documentation in line with school processes and policies.

· Undertake weekly safeguarding calls and home visits in line with the school's attendance and safeguarding processes and policies

3. Pupil Supervision
· Prepare and deliver Tutor sessions to the Lodge and the Hub pupils, following the school's 'Personal Development (PSHE) Programme', (refining the sessions as appropriate to meet the needs of the pupils)
· Supervise the Lodge and the Hub pupils during lessons, break and lunch times.
· Support teachers, ELSAs and LSAs, (as appropriate) during Lodge and Hub lessons.

4. Attendance, Behaviour and Interventions
· Ensure accurate attendance records are maintained for the Lodge and the Hub pupils, following up on absence in line with the school's attendance policy.
· Establish a positive working environment for pupils in the Lodge and the Hub.
· Implement the school's Behaviour policy on all matters and procedures relating to rewards and discipline.
· Ensure pupil behaviour and CPOMS logs are kept up to date and appropriate action is taken as and when required.
· Ensure the uniform policy is implemented.
· Supervise detentions, 'Internal Inclusion' and Twilight sessions, as directed by SLT
· Plan and deliver 1-2-1 intervention and restorative sessions with pupils, as appropriate and to meet the needs of pupils.

5. Communication
· Liaise with parents and staff on pupil academic, behaviour and welfare matters keeping them informed regarding as appropriate.
· Respond to and follow up on parental enquiries.
· Ensure all pupil records are kept up to date and that relevant information is disseminated to staff.
· Assist with the preparation of pupil reports and letters to parents
· Provide effective liaison with outside agencies including Childrens Services and CAMHS.

6. Other duties
· Cover for Pastoral staff as required
· Represent the school at events and meetings as required.

The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Guidance Manager - Hub & Lodge FAQs

Q) What is the Hub?
A) The Hub is our on-site Pupil Support Unit, supporting pupils that are at risk of suspension, disengaged from their education or struggling to build positive relationships with their peers and adults.

Q) Which pupils will be based in the 'Hub'?
A) The aim of the Hub is to re-engage pupils in their education, recognising that not every pupil is the same and some require alternative ways to access their learning. Our pupils see the Hub as a place of safety, where they can build relationships with each other and with trusted adults, when they have previously found this more difficult.

Q) What is the Lodge?
A) The Lodge is our on-site Pupil Support Unit, supporting EBSA pupils that either unable or unwilling to attend school or their lessons. Pupils that attend the Lodge are often struggling to build positive relationships with their peers and adults and supported to do this as part of their time in the Lodge. The aim of the Lodge is to re-integrate pupils back into their lessons and support them during this process.

Q) Which pupils will be based in the 'Lodge?
A) The aim of the Lodge is to re-integrate pupils back into their lessons and support them during this process. Our pupils see the Lodge as a place of safety, where they can build relationships with each other and with trusted adults, when they have previously found this more difficult

Q) How will I work across both The Hub and The Lodge
A) Your day will be structured so that you are able to support pupils across both provisions. Teachers, ELSAs and support staff will deliver the majority of the sessions, you will be responsible for the pastoral, parental and safeguarding related issues arising from the cohort. Weekly calls and home visits are also an integral part of the role, alongside working closely with the Safeguarding, Guidance and Attendance Managers.

You will also be responsible for building relationships with all Hub and Lodge pupils, focusing on maximise their potential. This will also include having the opportunity to lead 'Tutor' (Personal Development) sessions for the pupils. The role is a fantastic opportunity to make a difference with those pupils that find the traditional school curriculum and environment more challenging.

Q) How many pupils would I be responsible for?
A) Whilst there is no set number across the Hub or the Lodge, the groups are specifically kept small to maximise adult-pupil ratio and interaction time.

Q) Will I be speaking to parents?
A) Yes, absolutely! All pupils at Toynbee have a 'key adult' to turn to, and you would be the 'Guidance Manager' for the pupils in the Hub and the Lodge, acting as the key conduit and building relationships between home and school

Q) Will I be working on my own?
A) Definitely not! You will be part of a team of staff, all who are focused on supporting all our pupils to ensure they have the very best experience at Toynbee and are able to transition to the next stage of their education.

How to Apply

Applicants should complete an support application form in full before your application can be considered. It is available to download from our website www.toynbee.hants.sch.uk/vacancies. Please submit your application so that it is received no later than the closing date and time to:

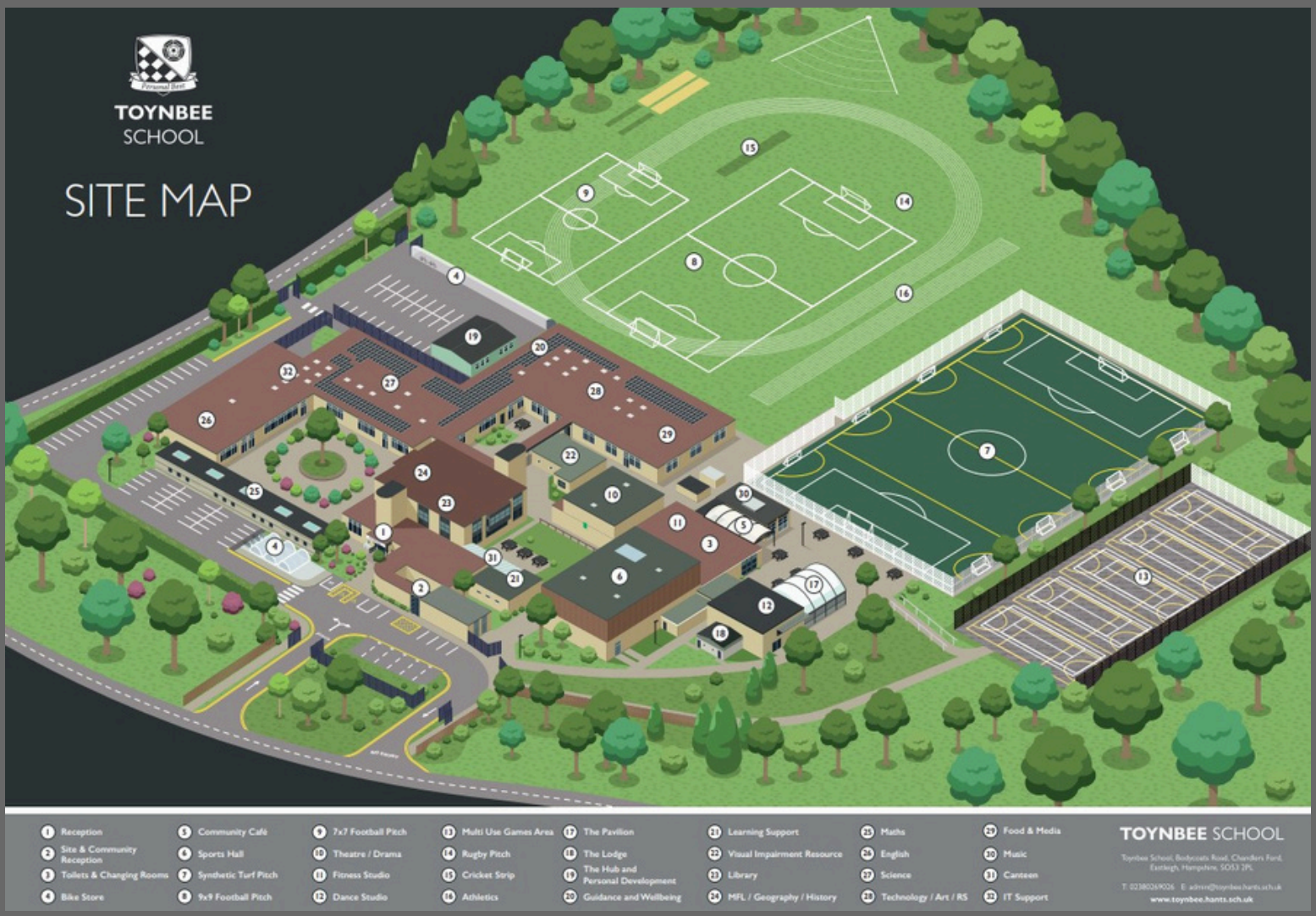
Toynbee School

Bodycoats Road, Chandlers Ford, Hampshire, SO53 2PL

FAO: HR Manager

Email: recruitment@toynbee.hants.sch.uk

Please ensure that the application form is fully completed including the Equality Monitoring Form. Two referees must be supplied, as indicated on the application form

Shortlisting Process

Shortlisted candidates will be invited to interview. Interview days usually involve time for applicants to get to see the school and staff they will be working with, as well as a number of assessment activities, depending on the post. Interviews are normally arranged within three weeks of the closing date. We will not always be able to reply personally to all unsuccessful applicants, but please be assured that we will take the time and trouble to read each application carefully.