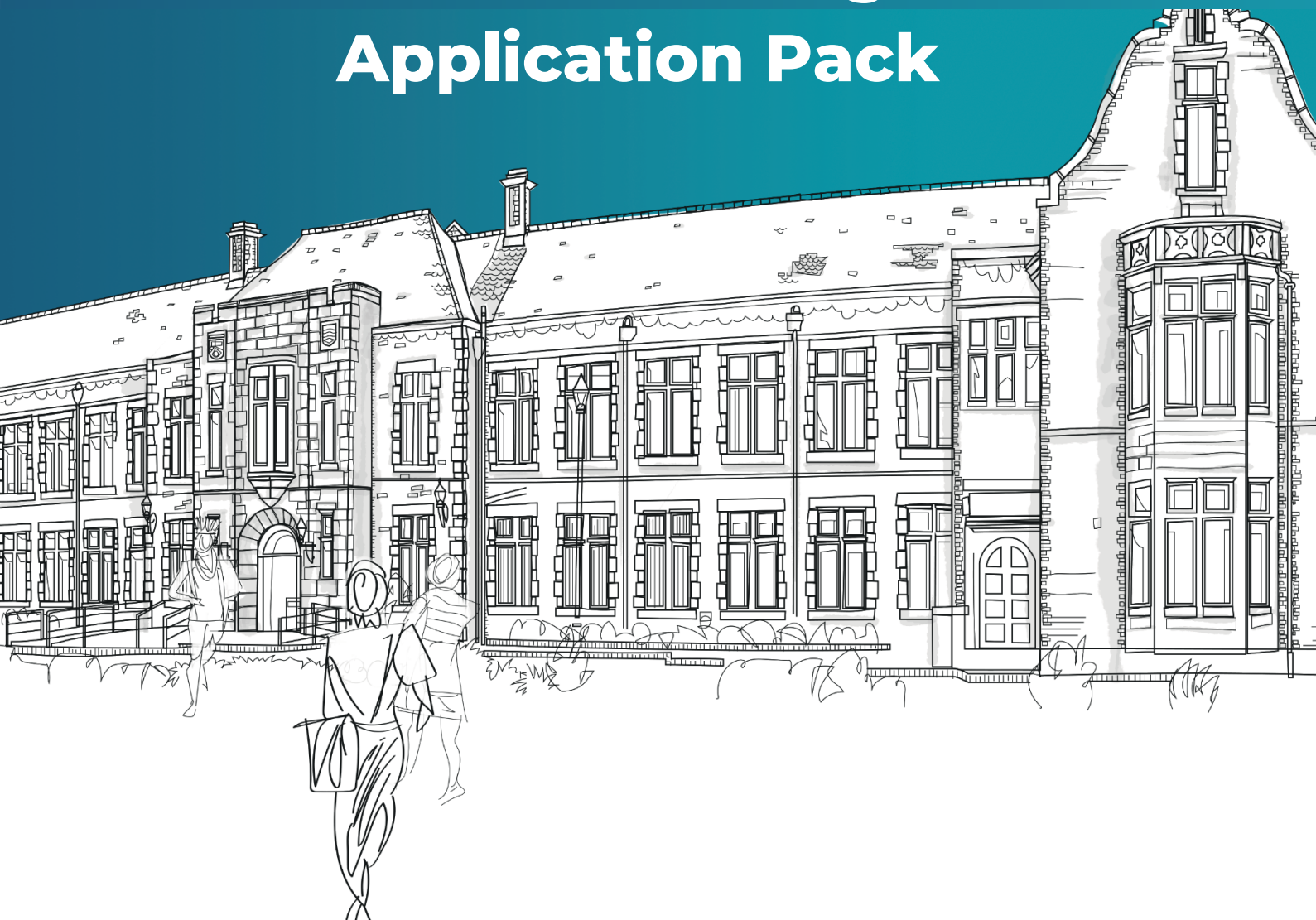


MONOUX SIXTH FORM COLLEGE

Guidance Manager Application Pack



MONOUX
SIXTH FORM COLLEGE



@MONOUXCOLLEGE



WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse
Principal

ABOUT THE ROLE

We're looking for an exceptional Manager of Guidance to lead the design and delivery of a truly impactful Guidance Curriculum—one that equips our students not just to succeed, but to thrive.

At Monoux, our Guidance Curriculum is at the heart of the student experience. It spans 1:1 appointments, engaging lessons, themed tutorials, assemblies, work experience, and more. This is a rare opportunity to shape how our young people think, grow, and navigate their futures.

You'll lead a dedicated team, champion innovation, and ensure our guidance offer is consistently ambitious, high-quality, and student-centred. We're looking for someone who can think strategically, communicate with clarity and purpose, and bring ideas to life across the college.

To succeed in this role, you'll need:

A strong track record of leading people and implementing positive change in an educational or student support context.

A passion for personal development and social mobility.

The ability to design systems, build relationships, and ensure every student receives the guidance they deserve.

If you're ready to make a lasting impact on learners' lives and be part of a forward-thinking college, we'd love to hear from you.

HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: recruitment@sgmc.ac.uk

Closing date for applications: Tuesday, 26th August 2025 – 10am

Interview Date: W/K commencing 1st September 2025

Start Date: As soon as possible

IMPORTANT INFORMATION

We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.

Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).

The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

We do not accept CVs only for job applications.

We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

JOB DESCRIPTION

JOB TITLE:	Guidance Manager
REPORTING TO:	Assistant Principal
RESPONSIBLE FOR:	Guidance Adviser Team and HE Officer Team
SALARY:	PO2 – £46,778 – £48,922 Inclusive of London Weighting Full Time, 52 Weeks per Year
ANNUAL LEAVE:	35 days plus 8 bank holidays and 2 closure days per year

Job Purpose:

To lead the delivery of the college's guidance curriculum ensuring the promotion of guidance for wellbeing and academic success throughout the college, leading to high participation rates.

To be an effective leader of the guidance team, ensuring high levels of performance.

Key Responsibilities:

Leadership & Management

- Lead and manage a team of Guidance Advisers and HE Officers, providing supervision, coaching, performance management, and professional development, that is aligned to the guidance curriculum.
- Ensure consistent and impactful delivery of the guidance curriculum across all tutor groups.
- Set and monitor key performance indicators (KPIs) related to destinations, academic progression, and student development.
- Collaborate with senior leaders to align guidance strategies with whole-college priorities.
- Ensure robust systems are in place for tracking and evaluating student engagement, and outcomes.
- Plan the training schedule and professional development of Guidance Advisers.
- Hold direct reports to account for performance, reliability and alignment to team goals.

Guidance delivery

- Accountability for the successful delivery of the college's guidance curriculum.
- Plan delivery of guidance activities through an efficient and impactful use of a team of Guidance Advisers.
- Assure the quality and consistency of the college guidance tutorial programme. - Ensure the effectiveness of the system for students' guidance logs.
- Accountability for the management of college UCAS processes.
- Contribute to the design and delivery of assemblies and short courses.

- Develop partnerships with other organisations able to provide substantial support e.g. a university whose students can provide student mentors or a large employer able to provide interview practice.
- Coordinate activities that raise aspirations and prepare students for selective universities, including through the coordination of the Monoux Academics Society.
- Develop and manage the input of a team of student peer mentors.

Destinations and Higher Education Progression

- Oversee all elements of the UCAS process, ensuring timely and high-quality applications, with tailored personal statements and references.
- Promoting student engagement with universal destinations platforms, alongside all internal Next Step workshops, to boost student outcomes.
- Lead on the implementation of college-wide destinations strategy, covering university, apprenticeship, and employment pathways.
- Develop strategic partnerships with universities, employers, and careers providers to enhance destination opportunities.
- Deliver high-impact enrichment, trips, and workshops to broaden students' awareness of academic and career pathways.
- Track and report on student destination data to senior leaders and governors.

Middle Leadership and Cross-College Duties

- Act as a rotational Duty Manager, responding to on-site incidents and ensuring student safety and conduct.
- Model exemplary professionalism, punctuality, and engagement with college life.
- Support whole-college events, including enrolment, open days, and progression evenings.
- Lead or contribute to cross-college working groups on student outcomes, curriculum planning, or guidance strategy.
- Contribute to quality assurance processes including observations, training, curriculum reviews, and staff CPD.
- Foster a culture of high expectations, positive behaviour, and inclusive values.

General Responsibilities:

- **SAFEGUARDING - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.**
- **EQUAL OPPORTUNITIES –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.**
- **Support the aims and ethos of the college and promote and work in accordance with College policy and practice**
- **Carry out any other duties commensurate with the general responsibilities of the post.**
- **To undertake and/or support the delivery of any training or development as required by the College.**

PERSON SPECIFICATION

	Essential/ Desirable	Assessed by: A = Application I = Interview
Experience & Qualification		
Degree level or equivalent.	E	A
Level 6 Careers Guidance qualification.	D	A
Knowledge and Experience		
Experience of managing complex challenges	E	A/I
Substantial leadership experience in an educational or youth setting.	E	A
Strong understanding of post-16 education and progression pathways.	E	A
Experience of designing tutorial or enrichment type activities, and delivering these to young people	D	I
Experience of developing progression opportunities for students to HE	D	A/I
Ability to work collaboratively across departments and with external agencies.	E	I
Familiarity with UCAS, Gatsby Benchmarks, and OFSTED's Education Inspection Framework.	E	A/I
Understanding of young people, what inspires them and what they need to succeed	D	A
Able to analyse, interpret and summarise complex material and prepare statistical reports	E	A/I
Experience supporting applications to high-tariff universities including Oxbridge and Russell Group.	E	A/I
Experience of hosting HE/Career events to enhance the range of progression opportunities available to students	D	A/I
Skills & Abilities		

Skilled at creating clarity as to what is to be achieved in the longer term	D	A/I
Competence in coaching and mentoring skills	E	A/I
Excellent communication, organisation, and team leadership skills.	E	A/I
Understanding of the challenges faced by young people in urban sixth form settings.	D	A/I
Excellent written and oral communication skills	E	A/I
Excellent influencing skills	E	I
Skilled at creating clarity as to what is to be achieved in the longer term	D	I
Able to champion the ideas of others to build a more powerful and consistent experience for students	D	I
Ethical and professional, representing and delivering the values of openness, trust and reliability to ensure positive reputation	D	I
Knowledge of educational policy and development of Study Programme requirements	E	I
Personal Attributes		
A strong commitment to conscious leadership	E	I
High personal standards that reinforce and present exemplary professionalism	E	I
Deep commitment to equity, diversity, and inclusion.	E	I
Original thinker, bringing new and helpful perspectives from external networks and sources	E	I
Quickly spots and seizes opportunities to improve performance	E	I
Optimistic even when times are tough	E	I
Speaks out on issues or behaviour when it may be difficult or sensitive but necessary to do so	E	I

STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.



STAFF BENEFITS

- Competitive base salary
- Teachers' Pension Scheme – with a 28.68% employer contribution rate
- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity /Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit
- Eye care scheme
- Professional and fit for purpose working environments



CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.