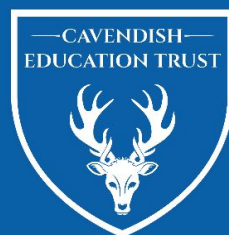




Guidance Leader (Secondary phase) Information for Applicants

July 2026





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About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant

Chief Executive Officer (CEO)

About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"



Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION 1/2

JOB TITLE Secondary Guidance Leader

GRADE Single Status Grade 6

RESPONSIBLE TO Senior Guidance Leader

JOB PURPOSE

To provide guidance and welfare across the school by supporting staff and pupils to ensure that the personal development needs of all pupils are met and good standards maintained.

KEY TASKS

- To provide high quality guidance in order to remove barriers to pupil learning from within the school, taking responsibility for one or two year groups
- Work closely with the Senior Guidance Leader and the Inclusion and Attendance team as a whole, ensuring a cohesive and supportive team ethos with a shared vision
- Work closely with the respective year group and the Head of Year for that year group
- Day to day responsibility for uniform and equipment of pupils including liaising with parent/carers as appropriate
- Promote positive pupil behaviour in line with trust policies through the use of praise and encouragement
- To ensure strategic support is in place for disadvantaged and vulnerable pupils, which is monitored effectively
- To support colleagues in implementing the school's behaviour management and anti-bullying policies in order to ensure high standards of behaviour within the school
- To ensure a consistent approach to pupil personal development within the team
- To work with parents, staff and external agencies to support pupil personal development
- To encourage pupils to achieve their potential by providing interventions to overcome barriers to learning
- To implement behaviour support programmes for young people with challenging behavioural or emotional needs
- Encourage pupils to take responsibility for their own behaviour by providing a range of information, advice and guidance to support and enable them to make positive choices about their own learning and behaviour

JOB DESCRIPTION 2/2

- To work collaboratively with school staff and other agencies as necessary to improve and manage pupil behaviour
- To carry out Internal Exclusion, and other duties on a rota basis
- To support and manage the administration of the school's behaviour policy.
- To assist with school trips, events and extended learning activities
- To carry out first aid duties and administer medicines and record on Trust's systems as required
- To support the Guidance Team by developing a specialism to lead on Support Sessions eg, bereavement and loss, peer mediation, anger management, teenage health
- To support and assist pupils in matters relating to their mental health
- Be a 'point of contact' between the school and external agencies involved in supporting pupils, proactively initiating and establishing links with other services as necessary, and maintaining positive working relationships to facilitate successful outcomes for pupils
- To undertake training opportunities as required.

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.

PERSON SPECIFICATION Secondary Guidance Leader

Education & Qualifications

Essential Criteria

- QCF Level 2 in English and Maths or ability to pass assessment at interview
- A willingness to undertake First Aid and administration of medicines training

Desirable Criteria

- First aid qualification
- 3 Day Designated Child Protection Training and safeguarding experience

Key Skills & Abilities

Essential Criteria

- Ability to deal with pupils who may be challenging and reluctant to engage.
- Communications skills; the ability to use language and other communication skills that pupils can understand and relate to
- Ability to liaise and communicate with parents or carers
- Support behaviour management
- To have the necessary skills to manage and resolve conflict
- Administrative skills
- IT skills including use of management information systems.

Knowledge & Experience

Essential Criteria

- An understanding of what is meant by outstanding pupil personal development
- Knowledge and understanding of policies and guidance procedures with a particular focus on behaviour
- Experience of working with pupils who have challenging behaviour
- Experience of working to safeguard children and young people.

Desirable Criteria

- Leading small group work and intervention groups.

Personal Attributes

Essential Criteria

- A patient and resilient attitude coupled with the ability to maintain calm whilst under pressure
- A passion for supporting children and young people by removing barriers to learning
- A positive outlook with energy, initiative, enthusiasm and a sense of humour
- Work in ways that promote equality of opportunity, participation and diversity.

Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



Cavendish School

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