



**Hawarden High School**  
Ysgol Uwchradd Penarlâg



# Assistant Head of House (Non-teaching) May 2019

## Candidate Information Pack



The Highway  
Hawarden  
Flintshire  
CH5 3DN

Tel No: 01244 526400

Fax No: 01244 534699

[hhmail@hawardenhigh.flintshire.sch.uk](mailto:hhmail@hawardenhigh.flintshire.sch.uk)

[www.hawardenhigh.org.uk](http://www.hawardenhigh.org.uk)

Headteacher: Simon Budgen

Required for September 2019

**Assistant Head of House (Non-teaching)**

The post is for 37 hours per week during term time plus four staff training days.

Salary and Conditions of Service in accordance with  
National Joint Council for Local Government Employees  
Scale 2.3 (D): Salary for this post £15,223 – 16,256

The successful candidate will join a highly motivated team of staff and play a key role in helping pupils develop life skills that will assist their academic and emotional development to function effectively within the school context.

The school is situated in an attractive area close to the border, just 6 miles from Chester and within easy reach of the North Wales coast, Liverpool and Manchester.

Application packs are available on the school website and ETeach and should be returned to Mrs L Donnelly, Head's PA, at the school **9.00am on Friday, 24<sup>th</sup> May 2019**.

It is a requirement that the postholder is registered with the Education Workforce Council.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check prior to taking up the appointment.**

The Highway  
Hawarden  
Flintshire  
CH5 3DN

Headteacher / Pennaeth : Mr. S. Budgen  
Tel/Ffon : 01244 526400 Fax/Ffacs : 01244 534699  
hhmail@hawardenhigh.flintshire.sch.uk  
www.hawardenhigh.org.uk

Yr Highway  
Penarlâg  
Sir y Fflint  
CH5 3DN

May 2019

Dear Prospective Applicant

### Assistant Head of House (Non-teaching)

Thank you for your response to the advertisement which is available from September 2019. This key post in the school is part of our new pastoral structure which will launch fully in September 2019. The successful candidate will join a highly motivated team of staff and play a key role in helping pupils develop life skills that will assist their academic and emotional development to function effectively within the school context.

The application pack comprises a number of documents which will, I hope, assist you in your decision to apply for the post. It contains:

- ♦ Job Description
- ♦ Personnel Specification

Copies of our School Prospectus can be found on the school website.

In the event that you decide to apply, I ask that you should send your application (either by post or email to: [lisa.donnelly@hawardenhigh.flintshire.sch.uk](mailto:lisa.donnelly@hawardenhigh.flintshire.sch.uk)) to Mrs L. Donnelly, my P.A., to arrive no later than 9.00a.m. on Friday, 24th May 2019. I ask that you should enclose the following documents:

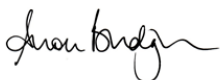
- ♦ Application form (you may supplement this with a C.V. if you wish), including the names and addresses of two referees.
- ♦ Your letter of application.

Shortlisting will take place during the week beginning 3rd June with interviews to be scheduled as soon as possible thereafter. Applicants who have not been contacted by the 7th June should assume that, on this occasion, their application has been unsuccessful.

In the event that you require further information in advance of submitting your application, please do not hesitate to contact me.

We look forward to hearing from you.

Yours sincerely



Simon Budgen  
Headteacher

<b>JOB TITLE:</b>	ASSISTANT HEAD OF HOUSE (NON-TEACHING)
<b>REPORTS TO:</b>	Heads of House / Deputy Head of House / Assistant Headteacher
<b>SALARY/GRADE:</b>	2.3 Pastoral Support 3 / Grade: D
<b>WORKING ARRANGEMENTS:</b>	37 Hours – TTO + 4 days
<b>DATE:</b>	April 2019

### Job Purpose

The postholder will, under the direction of the Head of House and his/her deputy, assist with the pastoral care of the students within the assigned House. The Assistant Head of House will play a key role in helping pupils develop life skills that will assist their academic and emotional development to function effectively within the school context. They will ensure effective communication with the families of these students and engage them as key stakeholders in their child's learning experience. The Assistant Head of House will also ensure that assigned students are ready for learning and so will actively support them with their well-being and will provide care, support and guidance.

### Principle Accountabilities and Responsibilities

- Day to day tracking of attendance and punctuality of the House and that all attendance and punctuality statistics are recorded, analysed and concerns are communicated to parents or carers, Heads of House and Form Tutors working with all stakeholders to ensure improvement
- Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard letters
- Liaise with and organise support as required with external agencies and partners under the direction of HoH, including attendance at meetings, as directed.
- Ensure appropriate arrangements are made for students who are unwell or legitimately absent during the school year e.g. appropriate work sent home
- Respond to parental enquiries and follow up, logging date, time, reason, and action
- Ensure all student records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff
- Provide coaching, mentoring and pastoral support to students who require such
- Proactively identify and plan support for students who are deemed to need appropriate intervention
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- Liaison and support with the transition of pupils from primary school including gathering of pupil information
- Involvement with induction programme for new starters within own House
- Provide feedback to pupils in relation to progress, achievement, behaviour and attendance

### General

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. The duties and responsibilities listed in this job description should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities as directed by the Headteacher and commensurate with the grading of the post
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Comply with all policies and procedures relating to child protection, health and safety, security and confidentiality of data reporting all concerns to an appropriate person.
5. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder will require an Enhanced DBS Certificate.



**Person Specification for Assistant Head of House (non-teaching): Summer 2019**

Attributes	Essential (E) / Desirable (D) Criteria	How identified
1. Relevant Experience	I. Experience of working / a placement within in a school (E) II. Successful experience of working with pupils across the age / ability range (E) III. Experience of development, management and operation of administrative skills (E)	° Letter of Application ° Interview /
2. Education and Training	I. NVQ 3 or equivalent / experience in relevant discipline (E) II. Other post – qualification training, e.g. child protection (D)	° Application form / Letter
3. Personal Knowledge and Skills	I. Strong numeracy / literacy skills (E) II. Effective use of ICT packages and other specialist equipment / resources (E) III. Good understanding of the national curriculum and other basic learning programmes / strategies (D) IV. Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection (D) V. Strong ICT Skills / Communication Skills / Administration Skills (E) VI. Understanding of positive discipline (E) VII. Commitment to continuing professional development (E) VIII. Awareness of safeguarding issues and responsibilities (D)	° Letter / Interview
4. Personal Qualities	I. Able to work as part of a team, , understanding school roles and responsibilities and your own position within these (E) II. Able to relate positively to pupils across the age and ability range (E) III. Positive professional relationships with colleagues, parents and representatives of external agencies (E) IV. Flexibility in relation to role (E)	° Letter / Interview
5. Working Arrangements	I. Full – time, post from September 2019 (E)	

Signed: .....Date: .....