



ASSISTANT HEAD OF HOUSE JOB DESCRIPTION

Post: Assistant Head of House

Line Managed by: AP with responsibility for Behaviour

To support the work of Heads of Houses and the Assistant Principal (Behaviour and Attitudes) on a .5 basis and to take on a whole school responsibility for the remaining .5

Purpose of role

Under the general supervision of the Heads of House, to provide learning, mentoring and support for students in the house as well as general administrative support for a Head of House/Assistant Principal.

Duties

- To act as first point of call for parents, with particular reference to those in the house.
- To liaise with parents and staff regarding the admission of new students, e.g arranging to meet the students and parents/carers and show them around the school.
- To liaise with staff to resolve issues raised by parents and to track contacts with parents.
- To develop an understanding of the learning and behavioural needs of students and to provide individual and group support for students in the house.
- To liaise with SLT as required.
- To provide clerical and administrative support to the Head of House, including preparation of reports, letters and minutes, taking student statements and investigating incidents and making phone calls home.
- To process records on the school administration system (SIMS) and access and print data as required.
- To promote and reinforce school policies, practices and procedures including child protection and health and safety.
- To assist with lunchtime supervision of students as part of a rota.
- To attend appropriate in-service training.
- To carry out general duties of a mentor and an administration assistant as commensurate with the post.
- To assist the Head of House in monitoring the behaviour (positive and negative) and attendance of students in the house.
- To prepare displays promoting good attendance and behaviour as well as House events.
- To promote school spirit and House identity through charitable, social and community activities

Whole School Shared Responsibilities;

To include things such as detentions, reset room, admissions and diminishing disadvantage

Supervision

To work closely with a Head of House and under limited supervision from members of SLT, to an established work pattern to meet both regular and adhoc requirements.

Qualifications and Experience

Three GCSEs Grade C or equivalent, including English and Maths.

ICT skills are essential, working within a Windows environment, including word-processing and presentation skills.

A confident telephone manner.

General

The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The post-holder will be expected to contribute to the safeguarding of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

Organisation:

- Promoting and safeguarding the welfare of children and young people within the school.
- To ensure all personal data is processed in line with General Data Protection Regulation.
- Comply with and assist the development of policies and procedures relating to all school and Trust policies including Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop positive relationships and communicate with other agencies/professionals.
- Develop constructive relationships and liaison between managers'/teaching staff and associate staff.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Colston's Girls' School is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.

ASSISTANT HEAD OF HOUSE PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Good standard of education (3 x GCSE's – English C or above)	Education to A-Level standard Secretarial or administrative qualifications or certificates
Experience	Working with young people in a learning environment Working collaboratively as part of a team Working in a business services support team	Working in a busy office environment Working in a Front of House position Providing administrative support to senior management
Behaviours	Natural communicator Professional and approachable Confident at problem-solving Confident at following through on tasks and resolving enquiries Pro-active and innovative Positive attitude to change	
Skills	Excellent verbal communication skills Excellent written communication skills Excellent planning and organisation skills Ability to prioritise and multi-task Good level of IT skills including Outlook and MS Office	Experience of using school IT systems e.g. SIMs
Attributes	Committed to the Venturer's Trust aims	

	Committed to Equality and Diversity Committed to own continuing professional development	
Other		Occasional work outside normal working hours – prior notice given