



Colonel Frank Seely Academy Job Description

Job Title:	House Support Assistant
Location:	Colonel Frank Seely Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6, £17,977 - £19,843 pa (FTE)
Hours of Work:	37 hours per week (term time only)
Responsible to:	Head of House / Leadership Team Lead
Responsible for:	Supporting the development of students in Houses
Post Objective:	To ensure the academy provides outstanding pastoral care for all students

Main Duties and Responsibilities:

Key Purpose of Role

The purpose of the House Support Assistant is to work as a member of the school's pastoral team, working alongside teaching staff, parents and pupils. The underpinning value of the work is to ensure that every pupil achieves their potential through the provision of targeted support and intervention, working with the school's pastoral leaders. Under the direction of the Head of House, the House Support Assistant will contribute to all aspects of pupils' well-being and achievement.

The House Support Assistant will work as a team with designated work space. The House Support Assistant will be line managed by the Head of House under the designated school pastoral system. This area is led by the Assistant Headteacher responsible for Pastoral Care.

The role will involve a mixture of dealing with parents, with pupils' behavioural and attendance issues, intervening with difficulties around the school in terms of pastoral support, working within our pastoral support network and providing administration support.

Jobs Specific to this Post:

Progression of Pupils

This aspect is primarily the responsibility of the Head of House. However, it is envisaged that the House Support Assistant will assist in ensuring that all aspects of Pupil Progress are managed effectively, as below:

- To liaise with staff responsible for assessment, in ensuring that information is received on the progress of all pupils.

- To assist Head of House in taking necessary action and intervention as a result of poor performance.
- To provide meaningful feedback on the progress of pupils in terms of:
 - Feedback and liaison with parents where applicable
 - Feedback and liaison with form tutors and other teachers
 - Feedback and liaison with Senior Leadership Team (SLT)
 - Feedback and liaison with Curriculum Leaders, where specific intervention must take place in a particular subject
 - Contribution to Assemblies
 - Management of the review process associated with assessments
 - Management of Rewards and Sanctions: suitable and consistent intervention

General Welfare of Pupils

Items below show some of the areas managed by Heads of House. These may also be undertaken as part of the daily routine of the House Support Assistant, under the guidance of Head of House

- Liaise with Special Educational Needs Co-ordinator (SENCO) to ensure pupils who are identified as being in need of support for academic reasons receive help.
- Liaise with Careers and Aspirations Advisor and School Attendance Officer
- Liaise with Student Support Centre Manager as appropriate
- Take part in any relevant meetings to assist with Pupil Welfare e.g. review meetings
- To assist in leading the vision for the development of pupils, in terms of year group assemblies, reward and achievement assemblies
- To assist in enforcing sanctions and discipline for the key stage, in accordance with school policy
- Assisting in the daily organisation of logistical matters: parents' evenings, meetings with parents and other agencies

Specific Roles for the House Support Assistant

The purpose of the House Support Assistant is to provide a flexible and supportive member of staff who can assist Heads of House and Managers in the effective daily management of the pupils, as well as providing a supportive framework for individual and group intervention as necessary. The nature of the role is such that flexibility and self-motivation are crucial to success.

- Management of issues that arise, when Heads of House Managers are teaching
- Daily liaison with Heads of House regarding pupils and daily compilation of work
- Management of behavioural issues that arise throughout the day
- Manage and maintain behaviour logs
- Contact with parents as necessary
- Work on school attendance as necessary
- Managing and following up on detentions for lateness and uniform infringements
- Collection and management of the delivery of work for absent pupils

- Working with groups of pupils or mentoring individual pupils to improve progress and positive attitudes towards school
- Supporting the Pastoral system by undertaking other duties eg time in the Intervention Room, mentoring activities etc.
- Working as part of a Child Safeguarding Team as a coordinated approach to Child Protection and Safeguarding

EMOTIONAL SUPPORT FOR STUDENTS

- Working with identified students
- Contact with parents and staff regarding time and duration of sessions.
- Closure – contact with parents and identified staff.
- Follow on action with staff as to strategies given to student.
- Work with students at Tutor Time, breaks and lunchtimes – ad hoc referred by staff
- Identified member of staff for outside agencies who wish to raise concerns
- Recording and up-date of all outside agency work
- Liaising with School Nurse and Healthcare Agencies along with referrals to mental health and well-being services, including School Counsellor

General

- Assist with the supervision of students outside the classroom, including lunch and break duty and accompanying staff and through the centre on-call systems
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.

This role involves working in regulated activity with Children

Review Arrangements

Progress on all aspects of this job will be reviewed on a regular basis with targets identified and agreed within the performance management process.

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: