



## Job Description – Assistant Head of House

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**Grade 6**

**Responsible to:** Head of House

### 1. Purpose of Job

To assist House Heads in ensuring that:

- the House System is effectively managed.
- pupils are well behaved.
- pupils develop a sense of pride, both in their particular House and as individuals.

In addition to:

- oversee attendance for the House, promoting good attendance and ensuring registers are properly maintained.
- actively follow up attendance issues.

### 2. Principal Duties and Responsibilities:

- To develop the ethos of the House System and to support the work of the Head of House and Tutors.
- To be a principal port of call for parents/carers in relation to pupil welfare, behaviour and barriers to learning.
- To meet on a daily basis with the Heads of House to discuss any issues.
- To meet with parents, to support good attendance and behaviour. To build on relationships with parents who prove difficult in this respect.
- To encourage positive attitudes and behaviour in and around school and to support pupils in their learning.
- To manage behaviour of the House pupils and to be available to them throughout the school day.
- To liaise with staff, pupils, parents/carers and outside agencies including Mentors, Education Support Services, Compass, Willow, Off The Record, Youth Connect, Southside, Connecting Families, CAMHS, Education Psychologists and Social Services as necessary (i.e. involving contact and meetings).
- To attend the child/family meetings to support pupils and families improve their own personal circumstances.
- To assist in the preparation of Reports required in connection with the above.
- To prepare written information for Referrals to various outside agencies (e.g. Behavioural Support and Education Welfare Service).
- To liaise with Heads of Faculty/Department regarding pupil achievement, in conjunction with Head of House.
- To liaise with individual teachers, departments and faculties in relation to the behaviour and learning of individuals and groups of pupils.
- To monitor behaviour, attitude and effort of pupils daily through the use of individual General Report/Target Cards.
- To create and maintain detailed Behaviour Logs for individual pupils as required.
- To ensure all pupil files are ordered and up to date.
- To develop and facilitate good working relationships with families of pupils identified as needing support to participate more fully in school.
- To facilitate solutions for pupils with barriers to learning e.g. bullying, peer/family conflict, low self-esteem, personal/family difficulties (e.g. offending behaviour, family bereavement/separation/breakdown, step-family pressures), police involvement with family, family illness, carer role, physical/mental health, substance abuse, academic pressures, motivation, emotional and behavioural difficulties.
- To work one-to-one with pupils who have been temporarily removed from class.
- To liaise with subject teachers and to provide support to pupils in Isolation or excluded pupils.
- To act as a mentor for individual pupils within the House (and especially with Year 11 pupils).
- To provide support to pupils in connection with coursework planning and revision for examinations.
- To provide support to pupils regarding emotional and academic issues as necessary.
- To work with Heads of Faculty/Heads of House to identify students who are behind with coursework and to assist in establishing actions to try to ensure that coursework deadlines are met.
- To liaise with teaching staff and to provide necessary feedback for House Heads/Assistant Headteacher/Teachers and Pastoral Support Programmes (PSPs) for particular pupils.



- To prepare formal PSP documentation on behalf of House Heads/Assistant Headteacher.
- To ensure stages of behaviour records are maintained and updated with relevant letters sent home to parents.
- To update the Heads of House about issues relating to the House and House Team.
- To be responsible for developing the role of the House Council and to encourage pupils to become more actively involved in school life.
- To be responsible for co-ordinating and leading charity and community work of the House Group.
- To be responsible for punctuality and attendance in the House, liaising with the Assistant Headteacher, Heads of House, Tutors and parents/carers.
- To liaise with the Education Welfare and Attendance Officers and to take any measures necessary to improve House attendance.
- To monitor attendance throughout the school year and to acknowledge and reward good attendance by pupils where appropriate.
- To be responsible for identifying pupils with poor attendance, taking action by contacting families, relevant agencies and staff in school to create an action plan for improvements.
- To be responsible for monitoring and determining holiday applications in connection with individual pupils as well as referring for fixed penalty notices.
- To be responsible, on a daily basis, for producing and monitoring attendance lists for use in case of fire alarm/drills or other emergencies.
- To assist Special Educational Needs Co-ordinator (SENCO) in providing feedback for Annual Reviews and attending meetings as required.
- To support the co-ordination of Records of Achievement.
- To organise House Assemblies, where appropriate.
- To organise and co-ordinate feedback (including nominations and citations) for Celebration Assemblies within each Year Group.
- To assist in the induction of new students who join the school after the start of the academic year.
- To assist in the transition arrangements at the beginning and end of the school year (i.e. including Taster Days for Year 6 pupils and Primary School visits).
- To support Parents' consultation and information evenings.
- To assist in the organisation of parents evenings.
- To liaise with Heads of House/Tutors regarding pupils' Interim Assessments.
- To organise and monitor pupils' lockers.
- To support pupils' medical needs, including First Aid and general student welfare, throughout the school day and on school trips as necessary.
- To liaise with School Nurse and other health professionals and to provide support in connection with school drop-in clinics, immunisation programmes etc.
- To liaise with the Home Tutor Service and to oversee resources as appropriate.
- To be responsible for providing and maintaining files for every individual pupil within the House.
- To deputise in the House Head's absence (short-term arrangements).
- To be responsible for ordering supplies in connection with House administration.
- To investigate incidents involving pupils in and on the way to and from school, including on the school buses.
- To undertake other appropriate duties at the request of the School's Management Team, commensurate with the post.

### 3. **Qualifications and Experience:**

The post-holder will need good interpersonal skills and be able to work as an effective team member. Assertiveness, discretion and good communication skills will be essential. These qualities could come from a variety of backgrounds and will preferably, but not essentially, include experience of working with young people. An understanding of young people will definitely be a requirement, as will be a willingness to understand and uphold the school values, with high expectations for all. Ability to work on own – show initiative.

The post-holder will need to be computer-literate and have a good knowledge of Microsoft Word, Excel and gmail computer systems (and the ability to adapt to new software packages.)

A four-day First Aid at Work qualification (note: training for this can be provided).

### 4. **Dimensions:**

- Age 11-18 school with approximately 1600 pupils.
- Five Houses, each containing approximately 300 pupils aged 11-16.
- 200 teaching and support staff.

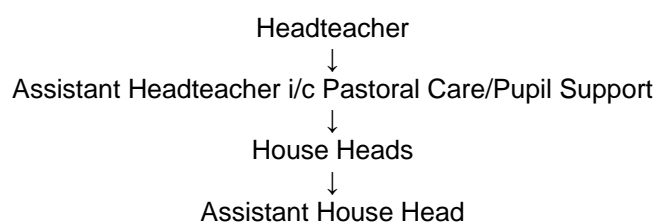


- 37 hours per week, exact working hours to be agreed.
- 18 tutors/co-tutors in each House.

## 5. General

- This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
- Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure & Barring Check is required prior to appointment.

## 6. Organisation:



Post Holder:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Line Manager:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_