



**St Laurence School
Job Description**

Title of Post:	Assistant Head of House (Associate Staff)
Grade:	NJC Pay Scale SCP G12-14
Contract Terms:	NJC Terms and Conditions 37 hours per week 39 weeks pa term time only* (see Note a)
Fundamental Task:	Providing effective administrative and pastoral support to the Head of House (Teaching)
Relationships:	The postholder is responsible to:- <ul style="list-style-type: none">• Deputy Headteacher• Head of House (Teaching) in day to day operation• The DFO in relation to all contractual and HR matters

Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.

Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.

Main Duties:

Monitoring:

- Beginning of day meeting with HoH
- Student absence messages, punctuality and attendance monitoring by House
- Supervising the entrances at the start of the day to collate the names of late students
- Supervising punctuality detention on a rota basis
- St Laurence Support (SLS rota)
- Levels 2 & 3 behaviour logging/communication/reports etc. by House
- Rewards and sanctions monitoring by House, supporting the HoH with relevant actions

Administration:

- Admin support for HoH
- Contact point for data checking and medical records held centrally
- Maintenance of student records/filing in the House storage systems
- To organise and attend Parents Evenings on a rota basis

Communications:

- Liaison with staff re students
- Contact point for parents throughout the day
- Face to face meetings with student(s) and/or parent(s) resolving problems, developing strategies, signposting and referring to HoH as required
- IAG screening interviews according to School policy
- Induction arrangements and exit interviews for students

Other

- Attendance at and involvement in House Briefings/CW assemblies
- Engagement with senior leaders over complementary 'horizontal' duties
- Take up of further tasks considered to be appropriate and reasonable as requested by HoH/SLT
- Be prepared to undertake and maintain a current First Aid at work qualification
- Administer First Aid as required and permitted according to School policy

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- Decision Making:** The postholder will need to seek solutions to operational and logistical problems and make day to day operational decisions but will refer matters of policy or strategic decisions to the Heads of House or Senior Team.
- Resources:** The jobholder is accountable for the accurate handling and security of incoming and outgoing communications for their allocated House.
- Working Environment:** The work must be completed methodically, confidentially and to deadlines
There will be a high level of interaction with students, parents and outside agencies.
Extensive use of Display Screen Equipment
- Knowledge and Skills:** The postholder has a high degree of autonomy which involves problem solving on a daily basis, often short term deadlines. Time management and prioritisation are key aspects of the role.

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

- Notes:**
- (a) *Anticipated core working Hours: 8.15am – 4.15pm 4 days per week/8.15am – 3.45pm one day per week.
 - (b) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility.
 - (c) In line with school policy, all job descriptions are subject to review, to support professional development of the postholder and to ensure that the role meets the changing needs of the school.