

## Assistant Head of House

Required for September 2024

32.5 hours per week, term time only - Permanent Contract

Grade 12 £26421 - £29777 per annum pro rata

Actual Starting Salary £19622

Monday – Friday 8.30 am – 3.30 pm (30-minute unpaid lunch break)

We are seeking to appoint an Assistant Head of House to support the management of the House system liaising with parents/carers and to provide administrative support to the Heads of Houses to ensure efficiency in the House system.

As part of the Pastoral Team, you would also work alongside teachers to support students, the supervision of the Exit Room, supporting employability programmes, and providing specific support for individuals or groups of students, including Pupil Premium and Special Education Needs.

### Candidates will need to demonstrate the following:

- exceptional communication skills and confident when communicating with parents and external agencies
- the ability to ensure that students are provided with a safe, stimulating and inclusive environment
- excellent organisational skills, be self-motivated and committed to ensuring that students get the very best learning experience in every aspect of school life
- experience of supporting vulnerable students and implementing strategies to improve behaviour, attendance and achievement
- the ability to inspire, motivate and support students

### What we can offer:

- The full support of a dedicated and committed team of staff
- The benefit of working in an innovative and forward-thinking Academy
- An attractive location in the picturesque Cheddar Valley, close to Bristol
- Staff benefits including reduced leisure centre membership and cycle to work scheme
- A staff assistance programme with specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family
- Exciting opportunities as part of a growing multi-academy Trust
- Local Government Pension Scheme with a generous employer contribution in excess of 20%, subject to pension eligibility criteria

**Closing date: Friday 13 September 2024 – 8.00 am**

**Interview date: tbc**

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mr D Wiltshire (Headteacher). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post for the attention of the HR department or by email to [jobs@kovessex.co.uk](mailto:jobs@kovessex.co.uk)

***The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check.***

