



## The King's School Job Description

### ASSISTANT HEAD OF HOUSE

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To build effective working relationships with other members of the pastoral team and, in particular, other staff in Student Support and the linked Head of House.</li> <li>To support students with their emotional health and well-being by dealing proactively and reactively with situations that are presented.</li> <li>To provide a positive and welcoming impression of the school, helping to deal with a wide range of student-facing enquiries.</li> <li>To build positive relationships and provide excellent communication with a wide range of stakeholders including students, staff, parents and key external agencies.</li> <li>To reduce barriers to learning and to support students to achieve high levels of attendance, behaviour, and engagement with school and their studies through a holistic approach around the student and their family.</li> </ul>
<b>Reporting to:</b>	Deputy Headteacher – Student Support and the linked Head of House
<b>Liaising with:</b>	Deputy Headteacher – Student Support, linked Head of House, teaching staff, other Heads of House, Heads of Department, relevant support staff, external agencies and parents.
<b>Working time:</b>	Between 08:30 and 16:30 Monday to Friday during term-time. 35 hours per week, 39 weeks per year (38 weeks term-time plus 5 INSET days). There will be an agreed pattern of work to ensure coverage in Student Support before and after school and attendance at some meetings and evening events.
<b>Salary/Grade:</b>	Support Staff Grade D. Actual Pro Rated Salary: £21,815-£24,163.
<b>Disclosure level:</b>	Enhanced
<b>Key Tasks:</b>	<ul style="list-style-type: none"> <li>Deal promptly and effectively with students who present themselves in Student Support for help and support.</li> <li>Deal promptly and effectively with parents who may have concerns about their children.</li> <li>Deal with safeguarding issues and make MASH referrals in liaison with the DSL.</li> <li>Have an up-to-date knowledge of strategies to improve behaviour, attendance and emotional health and identify the most suitable approach/intervention to meet the individual student's needs.</li> <li>Act as a mentor to identified students in the relevant House to help support student improvement on issues such as emotional health, behaviour and attendance.</li> <li>Gather information on behaviour incidents and deal with students as a 'first call'.</li> <li>Assist in managing challenging student behaviour.</li> <li>Maintain an effective working relationship with the linked Head of House.</li> <li>Liaise with relevant staff regarding the welfare of students.</li> <li>Maintain accurate student records through logging incidents on the school's</li> </ul>



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<b>Key Tasks continued:</b>	<p>Management Information Systems and internal documents such as the Graduated Response.</p> <ul style="list-style-type: none"> <li>▪ Work with families to try and ensure that appropriate support is in place including setting up and monitoring Early Help cases in liaison with the linked Head of House. To lead TAF meetings where the Head of House is unable to attend.</li> <li>▪ Be aware of, and comply with, policies and procedures relating to, child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.</li> <li>▪ Deal with First Aid issues on a day-to-day basis.</li> <li>▪ Deal with day-to-day issues relating to uniform.</li> <li>▪ Liaise with teachers to organise work for those students placed in Internal Exclusion or suspended, supervising and working with those students in Internal Exclusion.</li> <li>▪ Support other staff with the Early Help process.</li> <li>▪ Take on one of the four roles assigned to Assistant Heads of House by the Senior Leadership Team.</li> </ul>
<b>Other specific duties:</b>	<ul style="list-style-type: none"> <li>▪ Playing a full part in the life of the school community, to support its distinctive purpose, vision, and values and to encourage staff and students to follow this example.</li> <li>▪ Providing a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.</li> <li>▪ Actively promoting the school's corporate policies.</li> <li>▪ Continuing personal development as agreed.</li> <li>▪ Complying with the school's Health and Safety policy.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's <b>Safeguarding and Child Protection Policy</b> and the <b>DBS Disclosure Policy</b>, which can be found on our website (About Us – Policy Documents). <b>We are committed to safeguarding the welfare of students, so all staff are enhanced DBS checked.</b></p>	