

Job Description: Assistant Head of House

Purpose	<p>To support the management of the House system, liaising with parents/carers and carrying out administrative duties to ensure efficiency in the House system and the delivery of policies and procedures.</p> <p>Based in the Pastoral 'Hub' and the Exit Room, this role gives the Pastoral Team the capacity to ensure the smooth running of the management of behaviour and improving attendance.</p> <p>To work alongside teachers to support students, the supervision of the internal exclusion room, supporting employability programmes, specific support for individuals or groups of students, including Pupil Premium and Special Education Needs.</p>
Reporting to	Assistant Headteacher (Pastoral) and Heads of Houses
Salary	Grade 12

Key Responsibilities	<ul style="list-style-type: none"> • To provide administrative support to the Heads of Houses • To liaise with parents/carers as required • To support in the management of behaviour, promoting the PRIDE values and ensuring students are managed effectively in-line with the behaviour policy • To organise and manage the setting and recording of detentions and escalations • To work with new students, both through the Year 9 induction process and mid-year entries, to ensure their transition into the Kings' community. • To help manage the behaviour of students to ensure a constructive working environment • To deal with any immediate problems or emergencies according to Academy policies and procedures • To collect completed work after the lesson, and return it to the appropriate teacher • To record and report behaviour of students in-line with the behaviour policy • To work cooperatively with Heads of Houses, Heads of Faculty/Subject Leaders and Teachers to share information and working practices on student progress, as necessary • To manage the diaries and meeting schedules for Heads of Houses • Support the effective running of the Academy's Exit Room • To help coordinate Internal Exclusion • Positively engage students who have made poor behaviour choices in or outside the classroom and support them to make a smooth transition back to learning • Promote positive student behaviour in-line with Academy policies and help students make the right behaviour choices • To help coordinate incident statements and provide triage measures prior to action by pastoral or senior leaders • To help manage and record matters of attendance
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Supporting Processes

- To help manage and record matters of behaviour
- To support with completion of Early Help Assessments
- To support with home visits

- Being aware of, and complying with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of, and supporting, difference and ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the Academy
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development, as required
- Assisting with the supervision of students out of lesson times, including before and after school and at break and lunchtimes, as required
- Being flexible to meet the department/student needs
- Accompanying teaching staff and students on visits, trips and out of school activities, as required, and taking responsibility for a group under the supervision of the teacher and other staff

Additional Responsibilities

- To ensure the aims, priorities and policies of the Academy and Trust are adhered to
- Always act as a positive representative and advocate of the Academy and its students in all circumstances
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required
- Undertake additional duties commensurate with the grade as directed by your line manager
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress
- Attend relevant meetings, participate in training and other learning activities and performance development, as required
- Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's Child Protection Procedures will be followed, alongside implementation of the Trust's Disciplinary Procedures.

This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature: Michelle Buffham, Operations Manager	
Date:	