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### Professional Duties of Assistant House Progress Leaders

**Overall Role and Remit**

To be responsible for the personal development, behaviour and welfare of a House Group specifically, under the direction of the HPL and Assistant Headteacher to meet the needs of identified students/groups of students contributing to more effective learning through improved behaviour and social skills.

1. First response on
	1. Day to Day issues with students (ensure that school policy is being adhered to especially operational matters, e.g. behaviour, uniform, planners, equipment, mobile phones)
	2. Issues in lessons,
	3. Issues outside of lessons
	4. Bullying
	5. Mentoring students – referrals to relevant agencies and support,
	6. Safeguarding issues as and when they arise, communicating with appropriate agencies and services to facilitate the sharing of information between all agencies concerned and implementation of further support where appropriate.
	7. Carrying out Restorative Justice meetings with students to minimise friendship issues.
	8. First point of contact to/from parents.
2. Responsible for promoting Attendance & Punctuality and linking with the AHPL responsible for attendance.
3. Responsible for monitoring and reporting on the implementation of Pastoral Support Plans/interventions with students and contribute to the review of these plans.
4. Responsible for recording, reporting and analysing of termly pastoral data for the House.
5. Responsible for monitoring the progress of individuals identified by the HPL, liaising with Heads of Faculty where and when appropriate.
6. Responsible for establishing productive, supportive, working relationships with students, acting as role model and setting high expectations.
7. Work with students on an individual and group basis to contribute more effective learning through improved behaviour and social skills.
8. Work with, guide and challenge identified students, including working with identified pupils as an alternative to exclusion and/or to prevent exclusion.
9. Responsible for communicating with parents to facilitate effective support programmes for students.
10. Attend and participate in meetings as required before and after the school day.
11. Responsible for liaising with relevant professionals on outgoing school transfers
12. Each AHPL will supervise the IEU/Removal room/Learning Base and be on the Senior Cover rota throughout the week.
13. Each AHPL will be expected to run lunchtime & after school detentions (rota)
14. Each AHPL will be expected to collect, collate and file information to be used by the HPL’s
15. Each AHPL will contribute to improving systems and dissemination of good practice.
16. Each AHPL will be expected to carry out duties on rotation including supervising Student Services at break and supervising a House area at lunch or assist in general supervision of students at break time.
17. Each AHPL will be expected to support the school in keeping students safe.
18. Each AHPL will be expected to liaise closely with ELT/school nurse/ school counsellors/SENCO and HPL’s.
19. Each AHPL will be expected to represent staff at any appropriate meetings.
20. Each AHPL will take on an aspect of pastoral work to lead and co-ordinate as part of their professional development.