

POST TITLE: Deputy Head of House	GRADE: 5, SCP 11 - 15
RESPONSIBLE TO: Head of House	

Responsible for: No direct reports

Hours of Work Full-time 37 hours, Term Time Only plus 2 inset days

Purpose of role:

- Support students in achieving their full potential by providing well - being, attendance, behavioural and academic support under the direction of the Head of House.
- Provide support to the Head of House in the exercise of their role.
- Work as part of a team in Student Support to ensure the smooth running of the school.

Principle Accountabilities:

Departmental

- Work with identified students on a one to one or small group basis to support their educational and personal progress.
- Work with other school staff to create and implement pastoral support plans, attendance plans, medical care plans and safety plans for students as appropriate.
- Support those students where behaviour, mental health, safeguarding concerns, attendance and truancy is a barrier to their well – being or progress.
- Work together as a pastoral team to investigate behaviour and safeguarding incidents, keeping records of statements and interviews and logging information on to safeguarding, behaviour and attendance systems.
- Assist in assessment processes to identify students who would benefit from further intervention and support internally and externally.
- Be committed to continuing professional Development by attending training courses and qualifications as appropriate.
- Support students who require first aid (first aid training will be provided).
- Carry out duties to ensure the smooth running of the school throughout the day and ensure we are safeguarding our students effectively.

Liaison with Parents/Carers

- Receive telephone calls from parents/carers and deal with these promptly and professionally; either deal with the enquiry or pass the message on as appropriate.
- Undertake parental contact as appropriate.
- Engage with the students to secure positive family support and involvement in the mentoring relationship.

Enrichment

- Promote awareness of, and encourage, student involvement in enrichment activities such as clubs, teams, competitions, study sessions, trips/visits which aim to improve a young person’s skills and readiness for life.
- Assist in the organisation and supervision of enrichment activities as appropriate.

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times.

- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order. <https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Learning Mentor	Essential (E) or Desirable (D)
Education	
Good standard of education (3 x GCSE’s – English C or above)	E
Education to A Level standard or equivalent	E
Degree level qualification	D
Other relevant qualifications e.g., Mentoring / Counselling	D
Experience	
Working in a front-line service e.g., education, social care, police, health, connexions	E
Working with challenging or vulnerable people	D
Experience of working with young people	D
Experience of coaching/mentoring	D
Working collaboratively as part of a team	E
Behaviours	
Natural communicator	E
Professional and approachable; works well under pressure	E
Calm, authoritative manner	E
Pragmatic approach to problem solving	E
Positive attitude to change	E
Adaptable and flexible - willingness to go ‘the extra mile’	E
Skills	
Excellent interpersonal skills	E

Highly effective communication skills: ability to communicate with a wide range of people	E
Excellent organisational skills	E
Ability to empathise with children and young people	E
Excellent IT skills	E
Ability to prioritise and multitask	E
Experience of using school IT systems e.g., SIMS	D
Good presentation skills	D
Well-developed behavioural management skills	D
Attributes	
Committed to the Futura Learning Partnership aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Willingness to work outside normal working hours - prior notice given	E