



Job Description

Job Title:	House Support Assistant
Location:	The Redhill Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 7
Hours of Work:	Full-time, term time only
Responsible to:	Senior House Support Assistant/Head of House
Post Objective:	To provide efficient administrative support to the academy's vertical tutoring system.

Main Duties and Responsibilities:

Organisation & Support – Staff

- To work under the guidance and support of the Senior House Support Assistant and Head of House.

House Support

- Support the Head of House in monitoring attendance and punctuality of students, providing reports to Head of House.
- Investigate specific behaviour incidents, taking statements from students where appropriate, and prepare accurate and appropriate documentation to report findings to Heads of House.
- Communication with parents as required
- Liaise with tutors on issues of a pastoral nature
- Co-ordinate arrangements for House Events, including but not exclusive to:
 - Parents Evening
 - Commendation Evenings
 - Open Days
 - Academic Review Days
 - Leavers Prom
 - Year 6 Open Days

- Be responsible for maintaining accurate information on student files
- Ensuring behaviour incidents as well as subsequent actions are logged on PARS.
- Arrange appointments/meetings for Head of House when required.
- Attend meetings regarding student support as required, take minutes if necessary and circulate as appropriate.
- To assist the Head of House in the preparation of reports/interim reports for external agencies and parents.
- To assist the Head of House in behaviour monitoring; tracking incident slips and reporting to Heads of House.
- To use information from school data to inform actions and decisions by the Head of House.
- To administer house points, awards and certificates, providing weekly and termly reports to the Head of House
- Assist and help students with their enquiries or problems.
- Co-ordinate work for students who cannot attend school due to sickness.
- Co-ordinate work for students who are excluded for longer than 5 days.
- Conduct administrative duties for:
 - Lockers
 - Vaccinations
 - Rewards
 - Sanctions
 - Lost Property
 - School Photographs
 - Student Reports
 - Sports Days
 - Confiscations
 - Tutor Notices
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information.

General

- Liaison with other departments and non-teaching staff over matters relating to House Support and whole-school issues.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.