



## Assistant Head of House

### Job Purpose

The Assistant Head of House plays a pivotal role in supporting the pastoral, behavioural, attendance and safeguarding needs of students within their allocated House.

Working as part of the wider House team, the Assistant Head of House is responsible for promoting high standards of behaviour, attendance, welfare and conduct whilst ensuring that students feel safe, supported and valued within the school community.

The role combines operational pastoral leadership with direct student support, requiring the postholder to exercise professional judgement, build strong relationships with students and families and contribute to a positive, inclusive and aspirational culture within the House.

The Assistant Head of House will support the development of House identity, participation, celebration and belonging whilst ensuring that vulnerable students receive timely intervention and appropriate support to overcome barriers to success.

### Key Responsibilities

#### Student Welfare, Safeguarding & Pastoral Care

- Act as a key pastoral contact for students and families within the House.
- Support the identification, monitoring and support of vulnerable students.
- Respond appropriately to safeguarding concerns and disclosures in accordance with school policies and statutory guidance.
- Monitor and follow up safeguarding concerns recorded through school systems.
- Liaise with students, staff, families and external agencies regarding welfare concerns.
- Support the completion of safeguarding documentation, referrals, chronologies and associated records.
- Contribute to risk assessments, safety plans and support plans for vulnerable students.
- Attend and contribute to safeguarding meetings and reviews as required.
- Conduct welfare checks and follow-up support where necessary.
- Work closely with the safeguarding team to ensure students receive timely and appropriate support.

## Behaviour, Attendance & Inclusion

- Support the implementation of the school's behaviour systems and expectations.
- Investigate behavioural incidents and gather information from students, staff and witnesses.
- Support behaviour interventions and monitor their effectiveness.
- Contribute to suspension processes, reintegration meetings and behaviour support planning.
- Support students returning from suspension, reduced timetables, managed moves or alternative provision.
- Work collaboratively with the Student Support Team to ensure appropriate interventions are implemented.
- Monitor attendance, punctuality and engagement for students within the House.
- Support attendance interventions and communication with families.
- Promote high standards of conduct, attendance and readiness to learn.

## Student Support & Intervention

- Monitor the progress and wellbeing of students requiring additional support.
- Coordinate and monitor report cards and intervention plans.
- Support targeted interventions relating to wellbeing, friendship issues, emotional regulation, attendance and engagement.
- Contribute to the creation, implementation and review of support plans and pupil passports.
- Work proactively to remove barriers to learning and participation.
- Support reintegration and transition arrangements for identified students.
- Maintain oversight of agreed actions and interventions, ensuring effective follow-up and review.

## Family & Multi Agency Liason

- Develop positive and productive relationships with parents and carers.
- Communicate regularly with families regarding behaviour, attendance, welfare and pastoral concerns.
- Support meetings with parents and carers to discuss concerns, progress and support plans.
- Liaise with external agencies and professionals to coordinate support for students.
- Attend multi-agency meetings where required.
- Support early intervention approaches to resolve concerns and maintain positive relationships with families.

## House Culture & Student Experience

- Support the Head of House in developing a strong sense of identity, belonging and pride within the House.
- Promote positive relationships, participation and engagement across the House community.
- Support House events, competitions, rewards and celebration activities.
- Encourage student leadership, participation and contribution to school life.
- Celebrate student success and achievement.
- Contribute to creating a culture where students feel known, valued and supported.

## Operational Responsibilities

- Support the day-to-day pastoral operation of the school.
- Participate in duties, supervision and operational systems as directed.
- Support line-ups, welfare checks and student monitoring throughout the school day.
- Maintain accurate and timely records relating to behaviour, attendance, safeguarding and interventions.
- Complete administrative tasks associated with pastoral, safeguarding and behaviour systems.
- Contribute to school events, educational visits and wider enrichment opportunities where appropriate.
- Support the implementation of school policies and procedures consistently and professionally.



[www.bohuntworthing.com](http://www.bohuntworthing.com)

01903 601361

## Person Specification

### Essential

- Experience working with children or young people in an educational, pastoral or safeguarding setting.
- Strong understanding of safeguarding and child protection responsibilities.
- Ability to build positive relationships with students, families and staff.
- Strong communication and interpersonal skills.
- Ability to manage challenging situations calmly and professionally.
- Excellent organisational and administrative skills.
- Ability to prioritise competing demands effectively.
- Commitment to inclusion, student wellbeing and high expectations.
- Strong professional judgement and decision-making skills.

### Desirable

- Experience within a secondary school pastoral team.
- Knowledge of attendance, behaviour and safeguarding processes.
- Experience working with vulnerable students and families.
- Understanding of SEMH needs and trauma-informed approaches.
- Experience of multi-agency working.
- Knowledge of CPOMS or similar safeguarding systems.

### Impact of the Role

The Assistant Head of House is central to ensuring that students are safe, supported and successful. Through strong relationships, effective intervention and consistent pastoral leadership, the postholder helps create a culture where students attend well, behave positively, feel a strong sense of belonging and are able to thrive both personally and academically.