

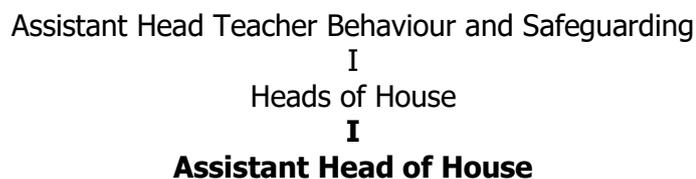
JOB PROFILE

TITLE:	Assistant Head of House
POST HOLDER:	
SCHOOL:	Challney High School for Boys
RESPONSIBLE TO:	Assistant Head Teacher Behaviour and Safeguarding
GRADE:	L5
PRO RATA BASIS	39 weeks per year, 37 hours per week

PURPOSE OF POST:

To assist the Pastoral Team in all aspects of pastoral work, including inclusion and improving academic outcomes.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

The following is a generic job description for an Assistant Head of House. These are the types of roles undertaken by a post holder. The proportion of time taken up by any kind of task will differ depending on what is asked of the post holder.

The post holder will be required to:

- Monitor the academic progress of individuals and groups of pupils.
- Monitor the attendance of individuals and groups of pupils.
- Resolve behaviour issues for individuals and groups of pupils, and monitor behaviour in lessons, corridors and at break / lunch times.
- Support pupils to, for example, develop more effective social skills, resolve conflict positively through mentoring/ counselling and advice.

- Support learning in lessons through one-to-one and small group work.
- Act as key worker for a number of pupils.
- Attend meetings with families and complete home visits.
- Support the roles of Head of House and teacher.
- Collect work for boys removed from lessons and excluded pupils.
- Supervise pupil support rooms including Renaissance and Phronesis.
- Make phone calls to families, outside agencies or others as required.
- Record information electronically and in other reports as appropriate.
- Collate reports on individuals and groups of pupils.
- Monitor behaviour near the school, before and after the school day and during the school day as required.
- Cover lessons for absent staff as required.
- Attend visits and trips as required.
- Attend parents' evenings to support parents and pupils.
- Undertake any additional duties as required by the Assistant Head Teachers or Principal commensurate with the post.

DIMENSIONS:

Supervisory Management: none

Financial Resources: none

Physical Resources: none

Other: none

Physical Effort:

Working Environment:

Context:

All support staff are part of a whole Trust/school team. They are required to support the values and ethos of the Trust and Trust priorities as defined in the Trust/school Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

DBS

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by September 2021

the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in Trusts'.

Person Specification: Assistant Head of House

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working effectively with vulnerable children / young people in either education, social work, youth work or another related area of work.	1,2	Some experience of working effectively with a range of professionals to promote children's / young people's learning or welfare Some experience of working effectively with the parents / carers of children / young people.	1,2
				1,2
Skills / Abilities	Ability to write an action plan for a pupil / student, maintain pupil / student records and write other short reports as required.	1,2,3,5		
	Ability to work on one's own initiative, balance competing priorities and organise a work schedule.	1,2,5		
	Ability to motivate children / young people by establishing empathic and supportive working relationships.	1,2		
	Ability to work as part of a team to reach agreed targets and outcomes for children / young people.	12		
	The ability to use word processing packages, the internet and IT based management information systems.	1,2,3,5		
Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from minority ethnic communities.	1,2		
Specialist Knowledge	Demonstrable knowledge of the principles involved in giving advice and guidance to children / young	1,2,5	Knowledge of the responsibilities of agencies towards	1,2

	people, including the place of confidentiality. Demonstrable knowledge of the range of additional support / agencies which can be of assistance to vulnerable pupils / students and families.	1,2	vulnerable children such as the Child Protection Procedures.	
Education and Training	A willingness to undertake training, including training that would lead to an NVQ in childcare Level 4, STAC, STA, Part-Qualified teacher or relevant qualification.	1,2,4	Evidence of post-compulsory education.	1,4
Other Requirements	Ability to travel to meet work commitments in all parts of Luton. Ability to work flexibly and attend evening and early morning meetings (up to 5 per month).	1,2 1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trusts policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.