



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: Deputy Head of House – Passmores Academy

Line Manager: Daniel Shine

Key responsibilities

The academic and pastoral welfare of all students within a specific house.

The teacher is to carry out the responsibilities as defined within the Conditions of Service for School Teachers. In addition, the Deputy Head of House is responsible for the following actions:

Liaising with: HOH, Form Tutors, Subject Leaders, relevant support staff, Subject Staff, LA staff, parents/carers and outside agencies.

Duties The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Staff management

1. To support the HOH with leading a team of tutors
2. To support the HOH with monitoring, assessing and developing the role of tutors
3. To update tutors of changes to school pastoral policy and monitor their implementation
4. To ensure that tutors run their tutor group sessions effectively
5. To be involved in pastoral decision making across the school as appropriate

Student progress

1. To liaise with the Head of House as appropriate with regard to the student review and reporting processes and procedures
2. To support the HOH with monitoring the progress of individual students and feedback to relevant staff and parents/carers as appropriate. Scheduling interventions and tracking using SIMS and 4Matrix where necessary
3. To take part in and help with the organisation of academic tutorials
4. To liaise with other schools, as required, to arrange student transfers and placements
5. To co-ordinate, promote and review enrichment opportunities
6. To prepare and lead house assemblies
7. To investigate and develop new ideas to help improve the running of the House

Student behaviour

1. To support the HOH with monitoring attendance and punctuality.
2. To liaise with the Educational Welfare Officer as appropriate
2. To keep reports of student behaviour
3. To make contact with parents/carers to discuss student behaviour
4. To liaise with outside agencies as appropriate
5. To meet regularly with the Head of House to discuss impact
6. To have regular contact with the Inclusion Team regarding student support

Knowledge/skills/expertise

1. To keep up to date with pastoral developments and cascade this information to form tutors as appropriate

Student guidance and support

1. To become aware of the individual needs of the students within the house
2. To keep parents/carers of students within the house informed of issues related to their child's overall educational and social development
3. To take steps to prevent bullying and support victims of bullying
4. To liaise with the SENCO and A, G&T Co-ordinator as appropriate
5. To play a lead role in the mentoring all identified students assigned by HOH
6. To support with the pastoral detentions and reward systems
7. To ensure that students are supported at key time of the day eg break/lunch as directed by the pastoral team

Whole School

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace

- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Well-Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but in consultation with you, may be changed by the co-principals to reflect or anticipate changes in the job commensurate with the grade and the job title

**Vic Goddard
CEO
January 2026**