



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: Assistant Head of House

Reports to: Head of House

Location: Stewards Academy

Job purpose

Purpose of the Role

The Assistant Head of House plays a key role in promoting the academic, social and emotional well-being of students in Years 8–11. Working closely with the Head of House, form tutors, class teachers, and wider pastoral and safeguarding teams, the postholder provides proactive and responsive support to ensure high standards of behaviour, attendance, engagement and personal development.

This is a **non-teaching pastoral role** with a strong emphasis on building positive relationships with students, supporting families, monitoring behaviour and attendance patterns, responding to student needs, and contributing to a safe and supportive school environment.

Key Responsibilities

Pastoral Support

- Provide daily pastoral support for students in Years 8–11, addressing wellbeing, emotional, social and behavioural needs.
- Build positive, professional relationships with students, acting as a consistent point of contact and support.
- Deliver small-group or 1:1 interventions to promote resilience, engagement and positive behaviour.
- Assist with the organisation and running of House events, activities and celebrations.
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Behaviour and Conduct

- Monitor and respond to behaviour concerns, supporting restorative conversations and behaviour improvement plans.
- Work alongside class teachers and form tutors to promote positive learning behaviours across the school.
- Support the consistent application of the school's behaviour policy, including follow-up on incidents and sanctions.
- Maintain accurate behaviour records and produce reports when required.

Safeguarding

- Act as a key safeguarding point of contact within the House team, reporting concerns promptly in line with school procedures.
- Engage with vulnerable students, including those with special educational needs and those supported in the inclusion area, offering support and ensuring appropriate referrals are made.
- Work closely with the Designated Safeguarding Lead (DSL) and pastoral team to ensure students' welfare needs are met.
- Attend and contribute to safeguarding meetings and training as required.

Attendance and Engagement

- Support the monitoring of attendance, punctuality and engagement, identifying patterns of concern and following up with students and families.
- Work with form tutors to ensure registers, student check-ins and pastoral routines are completed effectively.
- Support reintegration meetings for students returning from absences or suspensions.

Work With Parents and Carers

- Develop strong working relationships with parents and carers, providing regular communication regarding wellbeing, behaviour and attendance.
- Attend parent meetings, review sessions and multi-agency discussions as required.
- Act as a supportive yet assertive link between home and school, promoting a collaborative approach to student success.

Support for Staff

- Work closely with form tutors to ensure high-quality pastoral care within tutor groups, providing guidance and support where needed.
- Support teachers in responding to behavioural or pastoral issues that arise during lessons.
- Contribute to staff briefings, pastoral meetings and professional development related to behaviour and student welfare

Administration and Data

- Maintain accurate pastoral, attendance and behaviour records using the school's systems.
- Prepare reports, updates and referrals for internal meetings and external agencies.
- Assist in coordinating House communications, newsletters and student information.

Time management and duties

- Carry out duties during working hours at the direction of the headteacher including outside of lesson times.
- Be available throughout the school day to support senior leaders with incidents and on call responsibilities as required.
- Proactive and independent management of time during the working day in order to deliver against all aspects of the job description to the highest standards.

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 Principal to reflect or anticipate changes in the job commensurate with the grade and the job title

Vic Goddard

CEO

January 2026