

Ashton Park School  
Non-Teaching Assistant Head of House Job Description



<b>Hours</b>	37 hours per week during term time only plus 1 week of INSET Monday – Thursday, 08:15-16:15 Friday, 08:15-15:45
<b>Weeks</b>	39 working weeks, 44.85 paid weeks
<b>Grade / Salary</b>	NJC 19-21 £27,577 - £28,507 (Actual) £32,061 - £33,143 (FTE)
<b>Contract Type</b>	Permanent
<b>Reporting to</b>	Head of House & Assistant Headteacher (Attendance)
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Promoting a Culture of Respect, Community and Determination</li> <li>• Supporting Heads of House in managing the behaviour and pastoral care of pupils in their Houses</li> <li>• Motivating students to consistently follow The Ashton Park Way</li> <li>• Improving the attendance and punctuality of students in school</li> <li>• Acting as family liaison to promote positive parental engagement</li> <li>• Monitoring attendance and punctuality in their House</li> <li>• Raising aspirations through rewards for conduct, attendance, and punctuality.</li> <li>• Acting as part of the school safeguarding team</li> </ul>
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>• To assist the Head of House in promoting a culture of Respect, Community &amp; Determination</li> <li>• Supporting Heads of House in their day-to-day role managing pupil behaviour and promoting positive culture</li> <li>• Proactively implementing any process, policy, system or activity that promotes raising attendance and punctuality</li> <li>• Manage improvements of attendance and punctuality through liaison with the Attendance Officer and Education Welfare Services</li> <li>• Implementing safeguarding practice and supporting children at risk of harm</li> </ul>
<b>School Leadership</b>	<ul style="list-style-type: none"> <li>• To contribute to the well-being and development of the school</li> <li>• To attend pastoral meetings with heads of House, Senior Leadership team and the wider pastoral team.</li> <li>• To support with Inter-House Community Events</li> </ul>
<b>Pastoral Team Leadership</b>	<ul style="list-style-type: none"> <li>• Promote and uphold the ethos of the House and Wider School</li> <li>• To guide, advise and support Form Tutors where appropriate</li> <li>• To be aware of and support the work of Form Tutors on a day-to-day basis, e.g. registers, reports, spiritual and moral guidance</li> <li>• Record keeping and tracking of individual pupils and monitor and evaluate as required</li> <li>• Promote Form Tutors to implement the school's attendance and punctuality procedures</li> <li>• To attend attendance meetings to discuss concerns and ideas</li> </ul>

<p><b>Students</b></p> <p><b>Parents</b></p> <p><b>Additional Duties</b></p>	<ul style="list-style-type: none"> <li>● Support, implement and manage the school's Behaviour and Culture for Learning Policy oversee appropriate actions as required</li> <li>● Support the school's reporting procedure and attendance policy</li> <li>● Advise the Headteacher, Senior Leadership Team and Heads of House on student attendance</li> <li>● Collate relevant pastoral and academic information in order to track trends and implement interventions</li> <li>● Support student inclusion</li> </ul> <p>Effective communications with parents in accordance with school procedures on concerns relating to individual students within the House</p> <ul style="list-style-type: none"> <li>- Phone calls/meetings with parents as required</li> <li>- Attend TAF, CIN and CP meetings</li> </ul> <ul style="list-style-type: none"> <li>● To play a full part in the life of the school community and to support its core values and ethos</li> <li>● To encourage students to follow this example.</li> <li>● To actively support school policies.</li> <li>● The Assistant Head of House will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</li> <li>● Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head of House will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the headteacher.</li> </ul> <p>This job description may be amended at any time in consultation with the postholder.</p>
<p><b>Further Information</b></p>	<p><b>Dimensions</b></p> <p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p> <p><b>Special Notes</b></p> <p><b>Safeguarding</b></p> <p>Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.</p>

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Non-Teaching Assistant Head of House</b>
<b>Location:</b>	<b>Ashton Park School</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>● Minimum 5 GCSE Grades A* - C or equivalent including English and Maths</li> <li>● Minimum 3 A-levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>● An interest in studying for further qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● An understanding of the role of the Assistant Head of House within the pastoral system.</li> <li>● A depth of experience at monitoring, tracking and improving student attendance at whole cohort level.</li> <li>● A proven track record of supporting student welfare and progress.</li> <li>● Experience of safeguarding and child protection.</li> <li>● Proactively tracking student achievement, progress, behaviour and awareness of vulnerable groups.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of leading a team.</li> <li>● Working with outside agencies to support student well-being.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>● Knowledge of current school attendance and safeguarding legislation and developments.</li> <li>● Excellent communication skills</li> <li>● Excellent organisational skills</li> <li>● Excellent ICT capability, including the management of student data.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● A philosophy which is in sympathy with that of Ashton Park School.</li> <li>● The ability to lead House assemblies.</li> <li>● A strong commitment to achievement for all students, coupled with high expectations.</li> <li>● Excellent interpersonal skills with pupils, staff and parents.</li> <li>● A commitment to innovate.</li> <li>● A willingness to contribute to extracurricular activities and school visits.</li> <li>● The ability to work under</li> </ul>	

	pressure and meet deadlines. <ul style="list-style-type: none"><li>● A willingness to go the extra mile.</li></ul>	
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