



**MEADOW PARK
SCHOOL**



**FINHAM PARK
MULTI ACADEMY TRUST**

JOB DESCRIPTION

Job Title: Deputy Head of House

Salary Level: Grade 4

School: Meadow Park School

Responsible to: Head of House

Job Purpose:

- To support Heads of House in the day-to-day management of student behaviour, including (but not limited to) restorative conversations, reintegration, reward, attendance and punctuality.
- To support the general well-being of students and to provide assistance concerning day-to-day student problems.
- To support all staff in ensuring high standards of behaviour and routine across the school.
- To equip students with the tools to improve their interactions with others so that they develop excellent communication skills.
- To work with the Heads of House, DSL and Deputy DSLs to support and contribute to an effective safeguarding culture.
- To provide administrative support to the Heads of House

Line Management

1. To work under the direction of the Heads of House in order to provide clear direction and effective management of processes that lead to improved behaviour.
2. To contribute to the work of the Heads of House and Tutors.

Whole School Role

- 1) To provide, collate and develop resources that educate students in techniques that support a changed mind-set regarding their poor attitude to learning and interactions with others.
- 2) To ensure that students in the Refocus Room are actively engaged and supported in restorative activities during their day.



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- 3) To convene reintegration meetings with parents/carers to discuss the terms of their child's reintegration into lessons and the school as a whole following restorative intervention.
- 4) To attend multi agency review meetings as required.
- 5) To work with other post holders in reaching hard to reach families and students.
- 6) To provide cover support for Tutor sessions as required.
- 7) To liaise closely with relevant Heads of House and teaching staff regarding concerns over the behaviour, attendance and well-being of individual students and to take action as appropriate. To make telephone calls as necessary.
- 8) To communicate with parents/carers of students as appropriate and be able to deal effectively with sometimes difficult/hostile parents/carers.
- 9) To ensure that all support or assistance given follows the school policies and agreed procedures.
- 10) To report back to other members of staff on any concerns about students or actions taken and to fully document for the students file.
- 11) To deal with any emergencies according to school policy. To fully understand the term 'Safeguarding Children' and adhere to set procedures regarding child protection.
- 12) To be flexible and be willing to adapt to the evolving needs of the school

Supporting

- 1) To work with the Heads of House to develop a distinct House ethos for each House by leading on engaging activities and enrichment activities.
- 2) To work with the school in ensuring effective relationships with parents/carers are maintained.
- 3) To support on staff training related to restorative justice / behaviour management / pastoral support and attendance, when required.
- 4) To provide regular feedback which recognises good behaviour practice and supports staff in teaching students.
- 5) To monitor and control the use of resources in the Refocus Room.
- 6) To implement systems for assessing, monitoring and recording individual pupil's behaviour progress.
- 7) To provide a strategy for promoting and ensuring the effective wellbeing of students within the House.
- 8) To promote charitable fundraising events through activities such as House Day or specialist events in line with whole school initiatives and policies.
- 9) To provide team support for other Houses as required.



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Administration

- 1) To take detailed incident statements from students and supervise groups of students presented after an incident.
- 2) To attend C.A.F family support meetings when necessary.
- 3) To assist with the organisation of parents' evenings.
- 4) In co-ordination with the other post holders, to book, liaise and co-ordinate school events such as (but not limited to) school photographers, pastoral trips and celebration events. To supervise students during the event and collect money, co-ordinate distribution and deal with related queries.
- 5) To research and prepare work for Governors Disciplinary reviews and co-ordinate attendance of governors and send out relevant paperwork under the direction of the Deputy Headteacher.
- 6) To prepare paperwork for exclusions, ensure a regular stream of work home and assist in their transition or return to school.
- 7) To collect and maintain departmental/subject exclusion packs.
- 8) To administer the enrolment of students and maintenance of student files, complying with GDPR.
- 9) To take part in appropriate training activities.
- 10) To organise and run school duties such as 'Late Gate' and punctuality detentions.
- 11) To liaise with HSLO on a daily basis with regard to monitoring attendance.
- 12) To provide uniform to students who are not wearing the correct items and collect it at the end of the day in line with school policy.