



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION & KEY ACCOUNTABILITIES

Post Title: Assistant Head of House

Location: Ash Manor School

MAIN PURPOSE OF JOB

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.

- ❖ To support the Head of House in leading, managing and co-ordinating the strategic development of the House System and the individual House within the school in order to enable students to achieve the highest grades, value added and progress as well as a positive school experience
- ❖ To support the Head of House in promoting and safeguarding students' welfare and personal development
- ❖ To facilitate and encourage a learning and support experience which provides students with the opportunity to achieve their individual potential
- ❖ To support the Head of House in raising standards of student attainment and achievement within the House at in all year groups and ability profiles

MAIN ACCOUNTABILITIES

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

- ❖ To support the Head of House in creating a positive culture and identity for the House, instilling a sense of pride and belonging in every student.
- ❖ To work collaboratively with support staff in identifying, investigating and resolving barriers to student' learning across more than one subject.
- ❖ To lead and/or support the implementation of strategies to raise standards of attainment (e.g. revision programmes, study skills seminars, targeting underachievement through mentoring) to maximise potential outcomes for all students.
- ❖ To monitor and evaluate the attendance of the students in your House, seeking to motivate all students to have excellent attendance rates
- ❖ To undertake all such duties as may be requested by the Head Teacher in accordance with the prevailing Teachers' Pay and Conditions Act, and local agreements.

Liaison

- ❖ Head of House
- ❖ Tutor team
- ❖ Subject Leaders
- ❖ Students
- ❖ Parents
- ❖ Other Teaching and Support Staff

MAIN DUTIES AND CORE ACCOUNTABILITIES

Learning and Teaching

- ❖ To plan and prepare lessons and teach pupils as assigned, including the setting and marking of work.
- ❖ To assess, record and report on the progress and attainment of pupils.
- ❖ To monitor and learning and teaching and academic progress of students.
- ❖ To oversee and monitor the academic progress of your classes
- ❖ To maintain good order and discipline among pupils, safeguarding their health and safety both on and off the school site when engaged in authorised activities.
- ❖ To prepare students for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards.

Recording and Assessment

- ❖ To mark, grade and give written/verbal and diagnostic feedback as required
- ❖ To provide written reports and progress data as required
- ❖ To provide or contribute to oral or written assessments, reports and references as required for individual students.

Leadership

- ❖ To ensure a positive culture and identity for the House.
- ❖ To work collaboratively and supportively within the House team
- ❖ To develop opportunities for students to take responsibility so that they are better prepared for their role in society
- ❖ To promote the general progress and well-being of individual pupils and provide guidance and advice as necessary.
- ❖ To support tutors in advising students on course choices and career possibilities
- ❖ To contribute to staff meetings which relate to curricular, guidance, administrative and organisational issues.

Pastoral Care

- ❖ To communicate and consult with parents of pupils and with other appropriate persons and bodies outside the school as appropriate in liaison with the Head of House.
- ❖ To participate in meetings arranged for any of the purposes described, within the school's directed time schedule.

Relations with Parents

- ❖ To develop and maintain positive home school links in order to support student achievement.

Other duties and responsibilities

- ❖ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- ❖ To contribute to the review of School policies as appropriate.
- ❖ To provide support for student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
- ❖ To manage own record keeping in respect of individual students' development, progress and attainment as appropriate.
- ❖ To participate in agreed schemes of teacher appraisal, to include all aspects of in-service training in liaison with the school professional tutor.

- ❖ To comply with school policies and procedures with regard to Health and Safety, equal opportunities, race equality, conduct and dress.
- ❖ To undertake any other duties as may be reasonably required.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Signed by Job Holder: Date:

Signed by Line Manager: Date: