**Job Description – Assistant Head of House**

Post : Assistant Head of House (AHOH)

Line Managed by : Head of House (HOH)

Line Manager of : None

Salary : As per letter

**Job Purpose**  
   
To work with the House team and ensure that within their own work and the work of any they might line manage;

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
* The school and team comply with all statutory, Portsmouth City Council or Governing Body requirements
* All school policies and procedures are understood, followed and positively promoted
* The school's ethos is understood, followed and positively promoted
* There is a culture of flexible working, sharing skills and developing the individual

Additionally;

* To support the HOH, House and Behaviour Team in all aspects of their work

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**General Duties**   
The team members should ensure that they;

* are clear about their areas of responsibility and how they will be held to account
* have efficient and effective systems to underpin their work
* attend meetings as directed by the Headteacher, Team Leader or designate
* work collaboratively with all other teams in the school
* produce any reports, data returns or data captures for the Team Leader or designate as required using any templates provided
* support the Team Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
* exploit opportunities to undergo professional development through skill sharing, flexible working or training
* are prepared to share skills, work flexibly and attend training as required
* remain "student focussed"
* support any controls on procurement, stock control and waste
* keep working areas secure and free from clutter
* support the team leader or designate in ensuring working areas project a highly professional image
* comply with the school's dress code
* ensure that any information about individual students is kept confidentially and not discussed with third parties
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
* support whole school ethos by;

1. Undertaking duties before, during and after the school session within directed time
2. Engaging with students positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable students" and strategies to support them

**Specific Duties in addition to those outlined as a Classroom Teacher**

* support the HOH in the leadership and management of a designated House Team;
* as required, lead House assemblies, inter-House assemblies and other gatherings;
* support the development of the tutor programme and help oversee its delivery;
* support the quality assurance of all aspects of the work of the House group;
* have an overview of patterns of achievement and work with subject leaders and others to provide timely intervention for designated groups of pupils;
* support the production of progress reports using any templates provided;
* support the production of tutor plans, pastoral support plans or similar for designated pupils;
* provide pastoral care and welfare support working through tutors or other agencies;
* develop parental engagement;
* oversee aspects of transition, induction, careers advice and guidance;
* support reward systems through the organisation of events such as the Prom, Reward Trips;
* contribute to the supervision of detentions and other behaviour management systems;
* ensure that designated tutors meet internal and external deadlines;
* chair House Team meetings and attend other meetings in the absence of the HOH as appropriate;
* oversee relevant cost centres and ensure that at all times the school secures “best value”;
* liaise with other teams to support pupils at risk of exclusion;
* contribute to the development of educational plans and support packages;
* provide key worker support to designate pupils;
* attend parent consultation evenings, meetings and training sessions as required;
* To undertake a maximum teaching commitment of 80% lessons per fortnight;

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.