

**JOB ROLE:** Assistant Head of House

**PAY BAND:** TLR 2a

**REPORTS TO:** Head of House

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

To work with the Head of House to lead, manage and co-ordinate the strategic development of the House System to ensure all students have a positive school experience.

To be a lead Form Tutor and play an active role in developing tutoring across the House.

To ensure the promotion of students' physical and emotional wellbeing throughout the school day.

To develop personalised plans that support the inclusive ethos of the school and meet the needs of students as individuals.

To facilitate and encourage positive communication and parental engagement.

To consistently model Trafalgar's expected standards of Teaching and Learning or better, in all areas of their own practice.

**Accountabilities:**

**1. Leading and Managing Policy**

- a. Work with the Head of House to create a positive culture and identity for the House, instilling a sense of pride and belonging in every student and staff member.
- b. To lead and develop the tutor programme within the House and ensure it is shared and well understood by all.
- c. To participate in the planning, development and implementation of the Personal Development curriculum.
- d. To carry out self-review, evaluation and professional development in line with the school's strategic objectives.
- e. To represent the school or ensure representation at multi agency meetings, working parties and committees, as directed by the Head of House, within and beyond the school.
- f. Ensure the behaviour policy is enacted consistently and fairly across all subject areas.

**2. Leading and Managing Achievement**

- a. To oversee a purposeful programme of study and activities for tutor time.
- b. To work collaboratively with staff in identifying, investigating and resolving barriers to students' learning across more than one subject.
- c. To support the implementation of strategies to raise standards of attainment (e.g. revision programmes, study skills seminars, targeting underachievement through mentoring) to maximise outcomes for all students.
- d. To encourage and foster participation by students in extra-curricular activities.

- e. Support the Head of House to organise and deliver high quality assemblies that recognise achievement.
- f. To develop opportunities for student leadership within the House.
- g. To collate and utilise student feedback to further develop opportunities for students within the House.
- h. To support tutors in advising students on course choices and career possibilities.
- i. To work with the Head of House to conduct termly reviews of student achievement and progress in the House and implement interventions as required.
- j. To support students with their transition to and from secondary school.

### **3. Leading and Managing Behaviour and Attitudes**

- a. To develop strategies which motivate all students in the House to have excellent attendance.
- b. To work with the Head of House to conduct half-termly reviews of student social interaction and behaviour, using data on PARS to implement interventions as required.
- c. To develop a restorative approach and opportunities for students to take responsibility so that they are better prepared for their role in society.
- d. To monitor and support identified students to improve their behaviour for learning in all subjects across the school.
- e. To promote the safety and wellbeing of students and provide guidance and advice where appropriate.

### **4. Leading and Managing People**

- a. To encourage and support the House team to improve their own practice in line with School Improvement Plan objectives.
- b. To assist the development of a team of tutors in monitoring and supporting the academic, personal and social development of students within the House System to ensure each student's wellbeing and progression.
- c. To support staff and provide guidance, support and intervention for them to support their students.
- d. To respond to initial enquiries from parents ensuring queries are dealt with in an appropriate and professional manner, conducive with promoting a positive home-school partnership.
- e. To develop strategies which improve parental engagement within the House.

### **5. Leading and Managing Resources**

- a. Ensure the regular update of tutor room and House displays promotes student achievement and wellbeing.
- b. Ensure all tutors and students within the House fully understand Fire Safety and Evacuation Procedures.

### **6. Additional Duties**

- a. 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.
- b. To participate fully in the delivery of the Personal Development Curriculum, leading events as required.
- c. To take responsibility for your own wellbeing.
- d. To undertake breaktime duty supervision taking Duty Leader responsibilities as required.
- e. At the discretion of the Headteacher, to undertake other activities from time to time, agreed to be consistent with the nature of the role.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

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