

**MATRIX ACADEMY TRUST**  
**Job Description - Assistant Head of House**

Reports to:	Head of House and Assistant Headteachers (with Attendance and Pastoral Responsibilities)
Responsible for:	<ul style="list-style-type: none"> <li>• Support Heads of House in managing the behaviour and pastoral care of pupils in their House</li> <li>• Improving the attendance and punctuality of pupils in school</li> <li>• To monitor attendance and punctuality in their House</li> <li>• Implementing staff materials to support the improvement of pupil attendance and punctuality</li> <li>• Raise aspirations through rewards for attendance and punctuality.</li> </ul>
Main Purpose:	<p>(In addition to that expected of the classroom teacher)</p> <ul style="list-style-type: none"> <li>• To assist the Head of House in their day to day role managing pupil behaviour and support Head of House in managing and monitoring their tutor team.</li> <li>• Manage and advise development of purposeful and appropriate activities to contribute to the whole school improvement and contribute to whole school ethos.</li> <li>• Proactively implementing any process, policy, system or activity that promotes raising attendance and punctuality</li> <li>• Provide attendance information and advise the Headteacher, Leadership Team, Heads of House and other Agencies (Education Welfare Officer) through reports and meetings as required</li> <li>• Manage improvements of attendance and punctuality through liaison with the Attendance Officer and Education Welfare Officer. Monitor vulnerable groups and collate punctuality and attendance data</li> <li>• To work effectively with the House PA</li> </ul>
School Leadership	<ul style="list-style-type: none"> <li>• To contribute to the well-being and development of the school including pupil progress and achievement, the supervision of pupils, the guidance of teachers, in consultation with the Head of House and Assistant Headteachers and other senior colleagues as appropriate</li> <li>• To attend fortnightly pastoral meetings with Assistant Head Teacher and pastoral team.</li> <li>• To assist in the delivery of whole school CPD/ VCPD where appropriate.</li> <li>• To take responsibility for a whole school initiative in consultation with Head of House and Leadership.</li> </ul>
Pastoral Team Leadership	<ul style="list-style-type: none"> <li>• Assist the Head of House with Pastoral Leadership of House Form Tutors in accordance with school policy when required</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, pupil planners, spiritual and moral guidance</li> <li>• Record keeping and tracking of individual pupils and monitor and evaluate as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee and develop specific requirements/projects that are applicable to identified House Groups, e.g. School Council, E-Cops, Young Carers and Eco Committee</li> <li>• Promote Form Tutors to implement the school's attendance and punctuality procedures</li> <li>• Promote and uphold the ethos of their House</li> <li>• To attend weekly punctuality and attendance meetings to discuss concerns and ideas</li> <li>• Support Heads of House in whole school charity events eg. Children in Need.</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>• Use data to raise pupil achievement</li> <li>• Collate relevant pastoral and academic information in order to develop the pupil target setting for pupils</li> <li>• Liaise with outside agencies, completing all relevant paperwork e.g. Attendance Officer and Education Welfare Officer</li> <li>• Support and manage the school's Behaviour and Rewards Structure through accurate record keeping, establishing Home/School Contacts and oversee appropriate actions as required, e.g. detentions/report cards</li> <li>• Support the school's reporting procedure and attendance policy</li> <li>• Advise the Headteacher, Leadership Team and Heads of House on all pupil attendance matters as appropriate</li> <li>• Monitor attendance and punctuality and actively promote high levels of attendance in accordance with attendance policy</li> <li>• Contribute to attendance panel meetings and attendance meetings in school</li> <li>• To support pupil inclusion e.g. Progress Mentoring.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Effective communications with parents in accordance with school procedures on concerns relating to individual pupils within the House Group</li> <li>• Receipt of information and dissemination where necessary</li> <li>• Phone calls/meetings with parents and Attendance Officer as required</li> <li>• Attend Progress Evenings and other relevant meetings.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• Adhere to the Teacher Standards</li> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• To encourage pupils to follow this example.</li> <li>• To actively support school policies.</li> <li>• Any other duties as directed by the Headteacher</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....