

Lytchett Minster School

Job Details and Person Specification



Post: Deputy Head of House

Job ref: XS 8.1 Dorset Grade 8

Reports to: Head of House/Assistant Head

Reviewed: May 2025

Role Profile

Success within the House role rests on the Head of House and Deputy Head of House knowing students individually, being able to speak to individual issues and to handling parents in such a way as to secure maximum partnership and trust.

It will depend for its success on the ability to create a strong collective team responsibility – and shared responsibility for delivering students to classes and around site who are well trained, well-motivated, understand the expectations we have of them and embrace these.

Main job purpose

- Working alongside the Head of House, the Deputy will contribute clear, effective and positive leadership supporting its ethos and ongoing improvement
- Contribute to a framework of training, monitoring, guidance and discipline in which students thrive, make good academic progress, develop character and in particular resilience, and achieve good course or career progression
- Cultivate students who are well trained, ready for education; courteous, compassionate and respectful in their dealings with others; fully involved in the life of the school and committed to making a contribution to the House and wider community of the school; high attenders, well turned out, high achievers
- To provide the team with support and training as required in consultation with the Head of House; to guide staff in the effective care of students in their charge, encouraging them to develop good relationships with their tutees and to be aware of individual student needs (including child protection issues where appropriate), supporting them in devising individual programmes and strategies to address individual student need
- To act as a home-school link and to cultivate cooperative and productive links with parents and other carers

This is likely to involve

- Leading or directing assemblies
- Contributing to house meetings
- Overseeing student use of Homework Planners
- Overseeing student transition between feeder school and Lytchett
- Contributing towards the Guidance Programme
- Being available to students in the House office at appropriate times
- Overseeing the house geographical environment, its care and use of displays
- Liaison with external agencies, the SENCO, the Head of Student Support, the Assistant Head (Pastoral), and subject teachers as appropriate
- Supporting a lively programme of House activities and competitions including sports competitions, Sports Day etc
- Overseeing and writing House comments on reports

- Overseeing the effective House disciplinary response to erring students and feedback to teachers, including taking personal responsibility for a group of particularly difficult children
- Deputising for the Head of House as required
- Attending Pastoral leaders' meetings

The postholder will also be responsible for providing efficient administrative support within the school. You will provide administrative support to at least one faculty area and to the House pastoral teams. As part of the administrative support team you will also be expected to work flexibly in support of wider school events and priorities as they arise. The role may involve a very occasional need to work in the evening to support school events.

The post will provide plenty of variety each day, given the range of challenges, students and tasks involved. The postholder must be able to work flexibly, be able to plan, prioritise and manage time effectively.

The school environment is busy with conflicting deadlines; the role will require you to be focused on the prime objective of supporting teachers in the delivery of the highest quality education. The post will involve direct contact with students on a daily basis.

As part of the pastoral support provided, you will at times deal with confidential material and will communicate frequently with parents by telephone. Training will be provided in school policies and procedures relating to student management and referral. On occasion, students who have misbehaved will need to be supervised for a short time. Building positive relationships with students is essential to this role.

House duties

There are a number of daily administrative routines such as:

- Checking that morning/afternoon registrations have been completed by tutors/class teachers
- Collect and distribute post
- Contact with CAMHS, social services and other external agencies, log notes, complete paperwork as necessary for meetings
- Deal with a significant volume of various student enquiries
- Distribute locker keys and maintain an accurate record
- Ensure messages are passed to students from SENDCO and liaise with SENDCO regarding student information
- Log admission form data on Arbor
- Log attendance and absence on Arbor
- Main contact for parents regarding student issues, absences, concerns and behavioural issues
- Maintain accurate student records on Arbor where appropriate
- Monitor merits and positive/negative referrals on Arbor
- Providing pastoral support to students in distress
- Supervising students in House isolation as necessary
- Handling payments (both electronic and cash) in respect of trips, equipment etc.

Faculty duties

The level of support each faculty requires will vary dependent on subject area and time of year. The general range of duties are as follows:

- Entering data (e.g. Question Level Analysis as required).
- Photocopying. Copying over 30 pages should be completed by reprographics
- Typing students' work, exam scripts, display information, posters and timetables
- Stationery and book orders
- Trip administration including preparing information, sending of letters/forms, collating return slips and medical forms, and maintaining accurate spreadsheets

Person Specification

- 5 GCSEs (or equivalent) including English and Maths at grade C or above
- Excellent and proven organisational skills
- The ability to work to deadlines
- The ability to work with and improve systems
- A problem solving approach
- An aptitude for accuracy and detail
- Excellent ICT skills
- The ability to work with young people and colleagues at all levels
- Previous school experience including the use of Arbor would be an advantage
- Experience of working with children is essential

Conditions of Service

Salary Grade:	Grade 8
Salary rate:	£9,585 - £10,926 per annum (£14.36 - £16.37 per hour)
Contractual hours:	15 hours per week Core hours 8.30am – 11.30am, Monday to Friday, although alternative hours would be considered
Contract type:	Permanent
Contractual weeks:	Term time only (not including INSET days)
Annual Leave:	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time

Unfortunately it is not possible to combine this role with another role in the school.