

Assistant Head of House

Yateley School

Yateley School is a popular 11-18 comprehensive school catering for 1300 students from the local area. Our school has a superb range of facilities across all areas of the curriculum and we have had specialist status in performing arts since 2002. Our Ofsted judgement is Good with an Outstanding Sixth Form.

We pride ourselves on our high standards, which are achieved through a friendly, caring atmosphere and a dedicated team of well-qualified teachers and support staff.

At Yateley, we believe we offer the chance for every child to fulfil their potential and achieve success.

Description of Role

We are looking to appoint an Assistant Head of House in our busy Pastoral Care and Wellbeing department. The position is term time only, working 37 hours per week for 39 weeks of the year.

There are two Assistant Heads of House positions in the school with four Head of House. Each Assistant Head of House is managed by two Heads of House.

Working with the Heads of House, the successful candidate will:

- Assist with the day-to-day management, control and operation of two Houses.
- Assist in monitoring student's pastoral well-being and helping them fulfil their academic potential.
- Play a key role in the administration side of the house in supporting the two Heads of House with their requests as and when required.
- Communicate regularly with the two Heads of House and also the tutor staff team in the houses
- Operate and monitor support systems for individual students.
- Liaise closely with internal and external agencies such as the Special Needs Co-ordinator, CAMHS, Social Services, Student Support Services, School Counsellors and the Child Protection Officer.
- Work with the school nurse to ensure medical room is covered at all times and provide support as and when required to ensure pupil records of medicines etc are kept up to date.
- Assess staff and pupils medical needs and administer front-line first aid e.g. plasters, bandages etc. and other remedies/action.
- Communicate with parents of students.
- Keep up to date information and records in SIMS and in students' files.
- Monitor student's attendance in connection with the Attendance Officer.
- Support students in lessons when appropriate.
- Assist and support in House Assemblies and House activities/events.
- Oversee student voice and house council.
- Organising and co-ordinating the update to Hampshire Inclusion Service regarding any students in the school getting reduced hours provision and alternative provision (with support from the 4 x Heads of House).
- Supporting the school with the development of its mental health and wellbeing support.

The successful candidate will have relevant experience working with children and be able to demonstrate good counselling skills together with a commitment to student progress.

What We Can Offer You

For the successful candidate we can offer:

- Supportive Team Environment
- Continued Professional Development
- Free On-Site Staff Car Parking
- On-Site Subsidised Fitness & Health Facilities
- On-Site Nursery Facilities

Salary Details

Grade D, Term Time only - pro rata £18,358 – £20,576

Application Procedure

If you are interested in applying for the position, please email [**applications@yateley.hants.sch.uk**](mailto:applications@yateley.hants.sch.uk) for an application pack.

Closing date for submitting your application is Friday 10th June 2022 15:00.