



Assistant Head of Middle School Job Description

Position	Assistant Head of Middle School
Salary	£17,655.88
Tenure	Fixed Term until August 2025
Time	Part-time, 30 hours per week, across the week, term time only plus Inset days
Responsible to	Middle School Heads of Year and Deputy Headteacher

This is a part time post working 30 hours per week, across all five days of the week, term time only, including training days. The distribution of hours across the week is to be decided by negotiation. The Assistant Head of Middle School will work flexibly, as necessary, to ensure the school's needs are met. It is expected that the Assistant Head of Middle School will not take any leave during term time.

The post holder will be expected to provide the support, challenge, information, and development necessary to sustain motivation and secure the highest standards of achievement, behaviour, attendance, punctuality, personal and social development, and pastoral support within the Middle School.

Main Responsibilities of the role

- Support the management team in the day to day running of the Middle School by:
 - Being the initial contact for parents, triaging calls and distributing to colleagues as required.
 - Monitoring punctuality and attendance data and supporting any interventions with pupils.
 - Meeting with pupils over whom there are concerns and contacting home where necessary.
 - Assisting the Middle School management team in promoting high standards.
- Provide a routine presence in Middle School Office and respond to any pastoral issues that arise.
- Support the administrative and organisation of Open Evenings and other key Middle School events.

Other Responsibilities

Operational

- Monitor standards of behaviour, appearance, punctuality, and attendance of Middle School pupils, including examining attendance data to identify causes for concern and enable appropriate intervention strategies to be determined by the Middle School HoY or DHT.
- Provide administrative support to HoYs and/or SLT and book appointments for pupils and/or parents to see the HoYs and/or SLT.
- Log pupil information on SIMS, CPOMS, or Class Charts as required.
- Organise the collection of statements from pupils following an incident.
- Supervise pupils sent out from lessons and those in isolation.
- Collate schedules of work missed for pupils who are sent home for non-compliance of school rules and support the reintegration of those who have been absent.
- Attend Pastoral Team Meetings.
- Carry out pupil voice activities.
- Develop and maintain professional relationships with pupils, providing support as appropriate.
- Maintain Middle School display boards.
- Produce articles for school publications, for example the school newsletters.
- Participate in the School performance management scheme.

Communication

- Liaise with pupils, parents, form tutors, subject leaders and other agencies where there are academic and/or pastoral concerns.

- Attend meetings when required.

Partnership Working

- Work with outside agencies as appropriate.

Safeguarding

- Be committed to safeguarding and promoting the welfare of children, young people and adults, and raise concerns as appropriate.
- Maintain confidentiality as appropriate.

Systems and Information

- Share information appropriately – in writing, by telephone, electronically and in person.
- Maintain appropriate records and providing relevant, accurate and up to date information for SIMS (including vulnerable groups), logging all parental communication.

Data Protection

- Comply with the School's policies and supporting documentation in relation to Information Governance, which includes Data protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within their own area of responsibility, the post holder will work in accordance with the aims of the School's Equality Scheme.

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headteacher.

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headteacher.

Signed: _____

Assistant Head of Middle School

Signed: _____

Headteacher

Date: _____