The Oakwood Academy

Head of House

Job Description

Location: The Oakwood Academy

Salary: Teachers Main Pay Scale + TLR2A £7,368 per annum

Hours of work: Full Time

Responsible for: Tutors

Responsible to: Senior Leadership Team

Liaising with: Senior Leadership Team, other Heads of House, support agencies

Teaching Commitment: 18 periods

Post objective: To achieve outstanding learning and progress throughout the House and continual improvement of the House.

Leadership and Management

All staff are expected to promote achievement and excellence at The Oakwood Academy. Those in leadership and management posts should encourage high expectations and actively promote the ethos of the school. They are expected to share responsibility for ensuring the good conduct and progress of all students, and the wellbeing and professional development of all staff.

Strategic purpose – what you are trying to achieve

- Outstanding learning and progress throughout the House
- Continual improvement of the House

Key Responsibilities – what you are responsible for

- Promoting a positive learning environment and an achievement culture
- Leading and managing learning and student welfare including attendance within the House
- Promoting the inclusion of all students in a full, challenging and satisfying education
- Leading a team of tutors

Key Competencies – skills and qualities you must demonstrate

- The ability to inspire, motivate and enthuse staff and students
- The ability to delegate tasks and responsibilities appropriately
- High expectations of student achievement and staff capabilities
- Good relationships with students and staff
- Preparedness to show initiative and take risks
- Good attendance and an abundance of energy
- Good judgement and knowing when to seek advice or support
- The ability to engender a team spirit and a pride in The Oakwood Academy and in a specific House
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Specific tasks – what you must do:

Pupil Progress

- Analyse data, monitor attainment of all students within the House, ensure that targets are set, progress is reviewed and action taken to eliminate underachievement

Behaviour for Learning

- Monitor the attendance of students
- Identify, recognise, praise and reward students systematically for good work, good behaviour and good progress
- Apply school policies consistently and where necessary, firmly, particularly those relating to behaviour, attendance and school uniform

Supporting Students

- Ensure that regular contact between the school and parents/carers is established and maintained, especially when there are concerns about the progress or welfare of students
- Attend relevant meetings, seminars and conferences
- Liaise with partner agencies

Leadership

- Support and monitor the work of a team of tutors, taking appropriate action where this is deemed unsatisfactory
- Encourage the use of ICT in all appropriate aspects of House teaching and Learning and administration

Tutor Activities

- Organise and ensure the delivery of high quality tutorial activities
- Organise and deliver assemblies
- Demonstrate a commitment to Out of Hours Learning and enrichment activities
- Pursue opportunities for students to engage with the wider community and to portray a positive image of Oakwood Academy to the Community

The Oakwood Academy is committed to safeguarding children:

- The successful candidate must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people.

This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.

The duties outlined in this job description are covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.