

MATRIX ACADEMY TRUST
Job Description – Head of House

Based at:	Dame Elizabeth Cadbury
Salary:	TLR 2A
Reports to:	Deputy Headteacher
Main Purpose:	<ul style="list-style-type: none"> • (in addition to that expected of the classroom teacher) proactively implementing any process, policy, system or activity that promotes raising the standards of Teaching & Learning and works towards improving achievement. • Provide information and advise Headteacher, Deputy Headteacher, Assistant Headteachers, Governors and other Agencies through reports and meetings as required • Manage improvements of attendance and punctuality through liaison with attendance team and instigate Rewards System for the House Groups – evaluate and develop as appropriate • Manage and advise development of purposeful and appropriate activities to contribute to the whole school improvement • Assemblies • Ensure that Health and Safety Policy and procedures are adhered to accordingly • To manage House PA
School Leadership	<ul style="list-style-type: none"> • 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 Deputy Headteacher and other senior colleagues as appropriate. To contribute to school improvement beyond specific pastoral responsibility. Deliver CPD sessions to staff. <p>To take responsibility for a whole school initiative (to be agreed)</p>
Pastoral Team Leadership	<p>Pastoral Leadership of House Form Tutors in accordance with school policy:</p> <ul style="list-style-type: none"> • Contribute to the evaluation and development of the pastoral process (Pastoral Handbook) • Manage, guide, induct Assistant Head of House and Form Tutors as appropriate (to include advice on professional development) • Oversee the work of Form Tutors on a day to day basis, e.g. registers, reports, pupil planners, spiritual and moral guidance. • Record keeping of individual pupils and monitor and evaluate as required

	<ul style="list-style-type: none"> • Oversee and develop specific requirements/projects that are applicable to identified House Groups, e.g. Pupil Progress Files, House competitions, mentoring, praise database, participation database, School Councils • Promote and ensure that Form Tutors implement the school's Behaviour and Rewards Policy and take responsibility for the standards within the tutor group • Promote and uphold ethos of the House and School Prefect system through assemblies, expectations and standards • Oversee Form Tutors in their role as Academic Mentors • Track the progress of individual pupils who may be showing signs of disaffection, being Gifted and Talented or underachieving through data sheets, monitoring data etc. • Manage and chair House briefings • Supply draft references for a Form Tutor as required by the Headteacher • Assist in monitoring the delivery of the PSHE programme • Organise and co-ordinate House events i.e. Sports Day, House competitions, special House assemblies by encouraging participation • To manage bullying/racist log/incident logs • Contribute to a programme of assemblies on current topics
Pupils	<ul style="list-style-type: none"> • Use data to raise pupil achievement • Collate relevant pastoral and academic information in order to develop the pupil target setting for pupils e.g. PSP and IBP • Liaise regarding placement of pupils in appropriate form groups • Liaise with outside agencies, completing all relevant paperwork • 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/IBP/PSP Agreements/reviews • Support the school's Reporting Procedure • Write pupil references as required • Advise Headteacher, Deputy Headteacher and Assistant Headteacher on all pupil matters as appropriate • To interview and appoint Prefects and plan and lead the induction programme and allocate Prefects to various duties • Monitor attendance and punctuality and actively promote high levels of attendance in accordance with attendance policy, contribute to attendance panel meetings • To support pupil inclusion e.g. mentoring • Liaise closely with SENCO, IEP, IBP Reviews and Career Advisor • To lead anti-bullying and school council

Parents	<ul style="list-style-type: none"> • Effective communications with parents in accordance with school procedures on achievement, improvement or concerns relating to individual pupils within the House Group • Receipt of information and dissemination where necessary • Phone calls/meetings with parents as required • Contribute to raising standards at Middle Leader Level • Attend Progress Evenings and other relevant meetings
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • Any other duties as directed by the Headteacher

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: