



Magna Academy Poole

an Aspirations Academy

Head of House

Job Description

The Head of House at Magna Academy Poole shall carry out the professional duties as described in the School Teachers Pay and Conditions document.

The Head of House is directly accountable to the Vice Principal for ensuring the full pastoral and academic support and intervention of students within a House at Magna Academy Poole. The Head of House will work alongside key stakeholders, both internal and external to the Academy, to ensure that all students within their House are well supported and have their needs met, in order that they make outstanding personal and academic progress. The Head of House will advise and support Tutors to help develop and implement the effective academic and pastoral care of the House.

The Head of House will actively promote the educational aims and ethos of Magna Academy Poole and the Aspirations Academies Trust.

Operational and Strategic duties:

- To oversee the progress, welfare, pastoral care, personal development and intervention of all students within a House.
- To act as part of the Academy Safeguarding Team and have regard for the need to safeguard students well-being in accordance with statutory provisions
- To effectively develop positive working relationships between the academy, families and across the community
- To effectively contribute to the Academy Improvement Plan objectives
- To support and effectively manage whole school initiatives specific to a House, in support of SLT or for personal CPD opportunities, e.g.
 - Year 6 to 7 Transition (from June in the previous year)
 - Assembly rota and coordination
 - Year 9 Options Process
 - Student Voice and Student Leadership
 - Mentoring/intervention Groups – SEND/SEHM, LAC, PP, Most Able, Boys
 - Rewards/Recognition/Competition
 - Behaviour
 - Study Skills, Revision and Exam Preparation
 - Year 11 Destinations
- Attend Extended Leadership Team meetings and staff meetings to help create positive solutions for all students within a House
- To effectively manage a team of Tutors to help meet the needs of all their students through personal development, and pastoral and academic intervention
- To effectively use the tutor handbook to consistently raise standards, to hold tutors to account and to offer high quality CPD for tutor teams

- To support and motivate both students and colleagues through planning and modelling a high quality tutor time programme of personal development, academic intervention, assemblies and extended opportunities
- To deal effectively with situations that may include conflict resolution and restorative justice; Supporting and upskilling others in doing so where appropriate
- To support parents evenings and out of hours events with House specific information as directed by SLT
- To embed effective House initiatives within the Academy
- Support the identification and dissemination of the most effective teaching and intervention approaches for specific groups of students within a House
- To contribute to the monitoring of the effective use of resources to ensure the personal and academic success of students within a House
- To liaise with the SENCO to help identify and support students with special educational and or emotional needs
- To champion those students that are disadvantaged ensuring they make excellent progress.
- To oversee and take an active part in the promotion and delivery of out of hours' enrichment activities, including breakfast and homework clubs and extracurricular opportunities

Monitoring Duties:

- To monitor the work of Tutors to include planning, management of students, the keeping of records and take appropriate action if required
- To monitor and record appropriate student data and the impact of interventions when required

Communication and information duties:

- To maintain effective partnerships with parents/carers, to promote learning and to provide information to parents/carers about a range of different support mechanisms and academic progress
- To communicate clearly to a range of different audiences

Resource Management:

- To work with other key stakeholders to manage the available resources of space, staff, money and equipment effectively and efficiently in order to maximise the pastoral and educational provision for students within a House

Teaching Duties:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area
- To contribute to the curriculum area and subject area Improvement Plan and its implementation.
- To attend all appropriate meetings
- To plan and prepare courses and lessons
- To teach students according to their educational needs
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required

Other Duties:

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To promote actively the Academy's corporate policies
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code

General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.