

# Job Description & Person Specification

## Head of House (non teaching)

# Job Description

<b>Salary</b>	Grade 6 SCP 23 - 28
<b>Reporting to</b>	Headteacher/Head of School
<b>Responsible for</b>	N/A
<b>Location</b>	Windsor High School and Sixth Form

## General Duties

Carrying out “the duties” of Head of House as detailed below.

*To do other reasonable tasks commensurate with the post, and as required from time to time at the discretion of the Headteacher*

## Overall Responsibilities:

- To take lead responsibility for the behaviour, discipline, uniform, attendance and punctuality of students in the House.
- To take a lead role in the monitoring of the academic welfare of students in the House and the removal of barriers to progress.
- To assist in developing the house activities programme.

**Specific Duties:** Undertake the following responsibilities:

### 1. School Leadership

- To ensure all pastoral roles function within statutory and school frameworks.
- Contribute to the well-being and development of all within the school, including the supervision and guidance of students, the guidance of teachers and consultation with Key Stage Directors and other senior colleagues.
- Contribute to the development, implementation, monitoring and evaluation of school policies.

### 2. Leadership of a Team of Teachers, in accordance with school policy, by:

- Advising, guiding and inducting Form Tutors.
- Structuring and monitoring the work of Form Tutors, including Reports and the Tutorial Programme.
- Presenting the views of Form Tutors at, and reporting back from, all areas of consultation.
- Assisting in the professional development of Form Tutors and Pastoral Managers.
- Participating as required in the Appraisal systems of the school.
- Supplying skeleton references for Form Tutors as required.
- Assisting the Deputy Headteacher, Student Service, Upper School Director and Lower School Director with student admissions/departures in accordance with school policy.

- Liaising with Faculty Directors and Support Staff to appropriately place new students into groups and ensure they are timetabled as quickly as possible.
- To organise and take House assemblies.
- Oversee the implementation and impact of the pastoral programme.
- To lead on the selection of House Prefects and to support them in their role.

### **3. Pastoral Care Responsibilities**

- To maintain a proactive role in the support and monitoring of the academic progress of students in the House and liaise appropriately with colleagues.
- To support students through induction and other critical events/transition points in their school career.
- Through the very nature of pastoral work you will be required to work closely with the DSL, monitoring, reporting and representing the school as required within Safeguarding and child protection agenda.
- To monitor, review and intervene in underachievement of students.
- To encourage and develop links with parents particularly to address problems affecting a student's welfare or achievement in school.
- Supplying references for students as required.
- To encourage student voice and student leadership by promoting House and school senate and other leadership opportunities.
- To apply sanctions and awards procedures and have the responsibility for their implementation.
- To support any student on the Child Protection and LAC Registers.
- To ensure students understand the procedures to follow in case of accident or sickness when they need to go out of school.
- Take a proactive role in supporting and monitoring the House Activities programme and liaising with colleagues where necessary.
- To ensure the effective use of House Seniors to support House Activities.
- To attend and support parents evenings and other specified school events.

### **Other Responsibilities**

- To take steps to ensure consistency of approach between Houses.
- Assist with KS2/3 and KS4/5 transition as required.
- Assist with KS2/3 and KS4/5 liaison as required.
- Promoting attendance.
- Refocus room supervision.
- Supervise lunchtime detentions.
- Support the development of student voice.
- Support staff within classrooms where appropriate.
- Assist in the development of the Pastoral Seniors.
- Monitoring rewards across the House.
- To lead on a whole school pastoral priority - to be confirmed at appointment based on the successful candidate's skill set and experience.
- To be a Deputy Designated Safeguarding Lead.

Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred lists check.

<b>To whom responsible</b>	Deputy Headteacher, Student Services
<b>Staff for whom responsible</b>	Tutors in the relevant house
<b>Signature of Employee</b>	
<b>Print name</b>	
<b>Date</b>	

**This job description may be amended at any time by agreement.**

### **General**

- Contribute to the overall ethos/aims of the academy
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS with barred list check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.



# Person Specification

Requirements		Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Good general education</li> <li>▪ Level 3 qualifications or higher</li> <li>▪ Other relevant qualifications</li> </ul>	✓	✓ ✓
	<b>Work related experience / Specialist knowledge</b> <ul style="list-style-type: none"> <li>▪ Child protection Basic Training</li> <li>▪ Leadership of people/project/area to a successful outcome</li> <li>▪ Experience of liaison with parents and/or external agencies</li> <li>▪ Relates well to students</li> <li>▪ Awareness of the individual needs of students (e.g. SEN/Gifted and Talented/Pupil Premium)</li> <li>▪ Commitment to supporting students in extra-curricular activities</li> <li>▪ Knowledge of school behaviour policy</li> <li>▪ Experience of role of Head of House</li> <li>▪ Experience of working in a similar school setting</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
<b>Aptitudes, skills and abilities</b>	<ul style="list-style-type: none"> <li>▪ Excellent organisational skills/time management skills</li> <li>▪ Proven ability to establish good working relationships with staff/students/wider community</li> <li>▪ Well-developed IT and presentation skills</li> <li>▪ Patience</li> <li>▪ Ability to remain calm and professional at all times</li> <li>▪ Sense of humour</li> <li>▪ Self-motivated</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓	

Other	<ul style="list-style-type: none"> <li>▪ Having personal impact and presence. Confident at public speaking</li> <li>▪ Ability to innovate, work independently and as part of a team</li> <li>▪ Emotional intelligence</li> <li>▪ Identify obstacles to student progress and help remove them</li> <li>▪ Show a commitment to school improvement</li> <li>▪ Able to demonstrate involvement in current initiatives</li> </ul>	✓  ✓  ✓  ✓	✓
	<ul style="list-style-type: none"> <li>▪ Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred list check.</li> </ul>	✓	



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