**Job Description**

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| Introduction | |
| **Name of post holder** |  |
| **Post Title** | Head of House |
| **Post Purpose** | To lead a team of House tutors and to manage the academic and personal progress of students within the House with particular responsibility for certain vulnerable students and to promote the House within the School. |
| **Why this post is important** | You have a particularly important role in developing the students and staff within your House. You are in a unique position to have a positive effect on the young people in your care as you take the lead role in their personal and academic progress. |
| **Line Manager** | Deputy Head (Behaviour for Learning) |
| **Salary Grade** | Classroom Teachers’ Pay Scale + TLR Scale 2c |

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| Leading your team | |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Leading, developing and enhancing the pastoral practice of your team by taking the lead in the creation of a purposeful pastoral programme for tutors to use in tutor time and to monitor and evaluate its effectiveness. | Take the lead in sharing your programme of study with other Heads of House. Visit other schools with successful models and share good practice with them. Develop a monitoring and evaluation system to review the effectiveness of tutor sessions. |
| Plan and implement the use of associate tutors to ensure the effective support of your tutor team by facilitating individual support of students. | Use the associate tutors to elicit feedback from students about ways in which tutor time might be used more effectively. |
| Line managing the Deputy Head of House and support them in carrying out their role. | Create transferable processes for academic monitoring of students in your House which can be used by the Deputy Head of House in their work with students. |
| Directing the work of the Pastoral Administrator. |  |
| Challenge underperformance within the tutor team and support colleagues in providing high quality tutoring. |  |
| What sort of support can you expect? The Deputy Head (Behaviour for Learning) can provide you advice and support in your role and you should also use your Deputy Head of House to assist you in supporting your tutor team. You will be supported by your Link SLT member. You could establish a system to monitor tutor provision and use one of your associate tutors to implement the system. Work with the other Heads of House to develop generic systems which avoid duplicating tasks. Use administrative support to reduce the burden of paperwork and the behaviour managers to deal with behavioural issues. | |

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| Student Support | |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Managing the process by which tutors set academic targets with students in your House. Take an active role in supporting those students who need additional help and guidance. Ensuring the Student Planner is maintained. | Work with Heads of Department and other post holders to develop subject specific materials which improve the quality of academic support given by your House team. |
| Managing the process by which tutors provide pastoral support for the students in their tutor groups. Taking an active role in supporting those students with greater needs in terms of pastoral care and personal development. | Offer to coach tutors who are inexperienced or find aspects of their tutor role challenging. Work closely with these individuals setting targets and observing and evaluating their work in this area. |
| Managing the planning, implementation and monitoring of programmes for students who require additional support including students with special needs who are students on PEPs or the subject of Child Protection Orders or Children in Care. | Create a bank of resources and case studies which are available to other Heads of House outlining the strategies you have used successfully in this area. |
| Ensuring that students are aware of and adhere to the School’s agreed standards of behaviour, uniform and attendance Implementing the School’s discipline procedures for those students who fail to meet these standards. Working with these students and their parents to improve in these areas. Acting as a Duty Teacher to support the School’s discipline procedures. | Create and share with other Heads of House a House system of rewards which provides a positive incentive for those students who meet the School’s expectations in these areas. |
| What sort of support can you expect? The Deputy Head (Learning and Achievement) will work with you to establish good practice in the area of academic monitoring while the Deputy Head (Behaviour for Learning) will be able to offer support and training in managing and delivering effective pastoral care. The SENCO can offer guidance on creating effective programmes supporting students with Special Educational Needs. Use your associate tutors and Deputy Head of House to support you at times when particular students require significant attention | |

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| Improving Standards | |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Working with the other Heads of House to develop a system of recording, monitoring and supporting the process of academic monitoring and implementing, evaluating and improving the system in your House area. | Develop systems which can be shared with other schools. |
| Ensuring the effective use by your team of school registers and other information systems and records. Making arrangements for admissions and leavers, including the transfer of documentation, in liaison with the Assistant Head (Inclusion). | Review and refine existing information systems within your House and suggest improvements to the Assistant Head (Sixth Form). |

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| Participating in meetings and processes which are aimed to improve standards such as pastoral leaders meetings. | Take an active role in presenting your ideas at these meetings. Offer to take responsibility for improving one aspect of Pastoral work. |
| Working with other heads and deputy Heads of House to run House detentions. |  |
| What sort of support can you expect? The Deputy Head (Behaviour for Learning) can support you in ensuring that your team members adhere to the agreed standards of record keeping. The SIMS and Data Manager can give you guidance on possible sources of support in developing information systems for your House. | |

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| Ethos | |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Leading the House in spiritual, moral, social cultural and sporting activities. Including the development of an active House Council and House participation in the School Council. | Empower students to manage activities such as Sports Days, charity events and elections to House and School Councils. |
| Ensuring that Health and Safety policies in the School are adhered to. | Encourage your team to suggest improvements to current Health and Safety procedures. |
| Ensuring that the House plays a full part in supporting the School’s distinctive Christian mission and ethos by managing the delivery of twice weekly assemblies, organising House Eucharists and ensuring that high quality tutor worship takes place. | Develop the skills of the tutors you manage and the students in your care so that they are sufficiently empowered to organise and run assemblies and Eucharists. |
| What sort of support can you expect? The School Business Manager can offer guidance on Health and Safety issues. The Assistant Head (Community) will provide suggestions of resources which can support effective worship in your House and will assist in the process of establishing House and School Councils. Your associate tutors and Deputy Head of House can support you in the delivery and monitoring of worship by the tutor team | |

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| Communication | |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Developing and maintaining positive home/school links. Organising and attending consultations where parents/carers of students in your House are present. Supporting tutors in liaising with parents/carers. Being responsible for the content and presentation of student reports. | Involve parents/carers or the Friends of SMRT (PTA) in House events such as assemblies. Work with Heads of Faculty/Department, parents/carers, students and the Assistant Head (Sixth Form) to improve the reporting process. |
| Working with the relevant external and internal agencies, such as CAMHS, the Attendance Officer, School Counsellor, Learning Mentors, Behaviour Managers and the SENCO to determine ways to meet the needs of our most vulnerable students. Working with Heads of Faculty/Department and subject teachers to provide support for individual students. | Coordinate and chair inter-agency meetings (including subject teachers) to discuss individual students. |

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| Contribute to the development of a system of recording, monitoring and supporting the personal and academic development of students from year to year including participation in the School’s assessment, profiling and reporting procedures. | Take the lead in developing this system. |
| What sort of support can you expect? The SIMS and Data Manager can support you in your work on student reports. The Assistant Head (Inclusion) can help you to develop effective links with external agencies. | |

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| Development | |
| Your responsibilities include… | **Where practice is excellent you might…** |
| Taking responsibility for your professional development by engaging actively in the Performance Management Review process. Reviewing your progress from the previous year and setting meaningful targets with clear outcomes which benefit students and meet your own professional development needs. | Develop a bank of SMART targets relating to pastoral development which can be utilised as examples of good practice by members of staff who are managing the Performance Management of staff. |
| Developing the pastoral and academic monitoring skills of your tutor team. Offering them guidance on areas for development in their role as a tutor. Inducting new tutors. Supporting them as they seek to develop their skills. | Offer to run training for pastoral staff from all houses in areas of particular personal expertise. |
| Contributing to the development of the School’s pastoral system by participating in the shaping, implementation, review and refinement of the pastoral aspects of the School Development Plan. | Take responsibility for one aspect of the pastoral elements of the School Development Plan. |
| What sort of support can you expect? The SLT will manage the process of the School Development Plan. The Deputy Head (Behaviour for Learning) may be able to suggest useful pastoral targets for you to use in the Performance Management process. | |

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| Negotiated Additional Responsibilities | |
| Your responsibilities include… | **Where practice is excellent you might…** |
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| What sort of support can you expect? | |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and you may be asked to carry out additional responsibilities by your Line Manager or SLT.

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| Signatures | |
| The School 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  This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. | |
| Signed……………………………………….  (Teacher)  Dated ………………………………………… | Signed……………………………………….  (Headteacher)  Dated ………………………………………… |