



**CATHEDRAL
SCHOOLS
TRUST**



**St. Katherine's
School**

St Katherine's School

**We are St Katherine's — a nurturing and inclusive community,
united in the pursuit of excellence.**

Job description

Post: **Head of House**

Allowance: **TLR 2C**

Responsible to: **Assistant Headteacher**

Core purpose: Provide a nurturing and inclusive pastoral environment to allow children to reach excellent academic outcomes. Support children within the House and across the school to develop personal and social skills.

Develop and implement strategies to maintain high standards of behaviour and attendance within the House.

Lead a team of tutors in continuing to develop a strong House identity and delivering the highest standard of tutoring, supporting effective learning and excellent outcomes for all students.

In addition to the duties and responsibilities contained in the Teacher job description, the Head of House will:

Key responsibilities:

- Foster a climate of high achievement, high standards and participation in all aspects of school life, celebrating success regularly each week.
- Implement a strategy for continuing to develop the House identity within the school
- Lead and nurture a cohort of students within the House, maximising opportunities for learning and removing all barriers to inclusion to ensure that all students achieve their potential
- Work collaboratively with families, professionals and external agencies to support children in their education and wellbeing throughout their time at St Katherine's and as they move to the next stage of their education.

- Lead a House tutor team in delivering the highest standards of tutoring to support high levels of achievement for all students
- Contribute to the successful implementation of the school's School Development Plan. Implement policies aimed at raising standards of achievement particularly through raising expectations of both staff and students.
- Promote the academic performance and holistic development of all students within a House. Oversee the academic progress of students, through monitoring performance data and initiating appropriate action.
- Support the induction of new tutors within a House.
- Manage the delivery and quality assurance of the tutorial programme within a House
- Support the induction of new students.
- Provide and encourage involvement in opportunities which promote a sense of citizenship and community.
- Promote high standards of conduct, behaviour and self-discipline among students within a House, employing the Behaviour for Learning Policy consistently, fairly and with sensitivity.
- Be responsible with tutors for monitoring the conduct of students within a House and taking appropriate action where necessary.
- Provide effective support and advice for colleagues with issues relating to students of a House.
- Manage the system of Individual Education Plans and Pastoral Support Plans within a House and ensure that the appropriate links with the SEND Code of Practice are maintained
- Oversee the organisation and administration of a House in respect of attendance, students' files, recording and reporting systems
- Lead weekly assemblies and contribute to an effective assembly rota, working in collaboration with students, tutors, other colleagues and guests
- Participate in a supervisory role as required (eg detentions and duties).

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes to the job commensurate with the grade and job title.

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

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at

Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

April 2023