

JOB DESCRIPTION

Department:	Education
Section:	Frome College
Job Title:	Head of House
Reports To:	Vice Principal
Main Purpose of Job:	
To be responsible for the academic progress, welfare and behaviour of students within their house.	
Main Responsibilities and Duties:	
- Delivering the curriculum and securing excellent outcomes for students. There are five aspects which enable the key purpose to be achieved: - Planning, understanding and expectations - Managing student learning - Progress, evaluation and assessment - Relationships – staff/parents/community - Manager performance and development - To ensure that all students in the house are making strong academic progress. - To ensure the effective personal development and welfare of students within the house. - Promote high expectations and our college values amongst students. - Promote equality and enable the educational and social inclusion of all students. - To lead a Deputy Head of House and associated responsibilities and activities. - Identify and support vulnerable students within the house organising extra or personalised support where necessary. - Lead on academic and pastoral interventions. - Oversee the work of House Captains and School Council representatives within the house.	
Facts and Figures:	
Staff: 150 approx.	
Students: 1300 approx.	
SUPPORTING PROCESSES	
Students: Welfare	
Provide leadership, vision and common purpose for students in all aspects of social development and pastoral care of students within the house.	
Students: Behaviour & Discipline	
- Promote our recognition and reward systems to acknowledge and promote caring contribution to the College community, good attendance and behaviour. - Support students in fulfilling the expectations of our behavioural systems	
Students: Communication	
- Be a central point of contact for parents and families. - Liaise with colleagues to ensure appropriate support and interventions for students with the house. - Liaise with colleagues including SLT, pastoral Team, Tutors, Heads of Departments, learning Support and outside agencies to ensure students have an effective and positive education. - Lead meetings and participate in events linked to the Head of House role.	

Staff: Support and Professional Development

- Support new staff within house tutor teams.
- Contribute to the professional development of colleagues with regard to pastoral care.
- Contribute to the appraisal process within tutor teams as required by school policy.

Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the SENCO/Child Protection Officer

Administration:

- Support new staff within house tutor teams.
- Contribute to the professional development of colleagues with regard to pastoral care.
- Contribute to the appraisal process within tutor teams as required by school policy.

Additional Information:

- You will be required to carry out break/lunch duties as part of the college rota system.
- You will be expected to undertake any other duties as directed by your line manager that falls within this grade.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:

Date:

Line Manager:

Date: