



**Location:** The Carlton Academy, Coningswath Road, Carlton, Nottingham

**Post Title:** Head of House (in conjunction with teacher job description)

**Date:** 1 September 2026

**Reporting to:** SLT Link

**Contact Commitment:** 18 hours

**Disclosure level:** Enhanced

Strategic purpose – what you are trying to achieve

- Outstanding learning and progress throughout the House
- Continual improvement of the House

Key responsibilities – what you are responsible for

- Promoting a positive learning environment and an achievement culture
- Leading and managing learning and student welfare including attendance within the House
- Promoting the inclusion of all students in a full, challenging and satisfying education
- Leading a team of tutors

Key Competencies – skills and qualities you must demonstrate

- The ability to inspire, motivate and enthuse staff and students
- The ability to delegate tasks and responsibilities appropriately
- High expectations of student achievement and staff capabilities
- Good relationships with students and staff
- Preparedness to show initiative and take risks
- Good attendance and an abundance of energy
- Good judgement and knowing when to seek advice or support
- The ability to engender a team spirit and a pride in The Carlton Academy and in a specific House

Specific tasks – what you must do

Pupil Progress

- Analyse data, monitor attainment of all students within the House, ensure that targets are set, progress is reviewed and action taken to eliminate underachievement

## Behaviour for Learning

- Monitor the attendance of students
- Identify, recognise, praise and reward students systematically for good work, good behaviour and good progress
- Apply school policies consistently and where necessary, firmly, particularly those relating to behaviour, attendance and school uniform

## Supporting Students

- Ensure that regular contact between the school and parents/carers is established and maintained, especially when there are concerns about the progress or welfare of students
- Attend relevant meetings, seminars and conferences
- Liaise with partner agencies

## Leadership

- Support and monitor the work of a team of tutors, taking appropriate action where this is deemed unsatisfactory
- Encourage the use of ICT in all appropriate aspects of House teaching and Learning and administration

## Tutor Activities

- Organise and ensure the delivery of high quality tutorial activities and organise and deliver assemblies in-line with the whole school programme
- Demonstrate a commitment to the Opportunities programme
- Pursue opportunities for students to engage with the wider community and to portray a positive image of The Carlton Academy to the Community

## The Carlton Academy is committed to safeguarding children:

The successful candidate must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people.

The duties outlined in this job description are covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	QTS Degree level qualification in French or Spanish or another relevant subject	Good Honours Degree
<b>Teaching</b>	Able to teach full range of ability 11-16 Able to teach French and/or Spanish Able to create an excellent climate for learning within teaching area Able to use a range of strategies to promote learning Able to manage and encourage good behaviour Able to develop positive and meaningful relationships with students Able to make appropriate use of ICT for learning Understanding of how to use data to inform planning and improve pupils' performance Understanding of a range of assessment for learning approaches, including grades where appropriate Able to communicate with pupils, parents and carers about pupil's progress	Able to/willing to teach A-Level French or Spanish Able to develop best practice through wide range of imaginative approaches Participation/development of extra-curricular activities Engaged with developments in teaching and learning strategies to raise achievement

## Head of House specialising in MFL

<b>Personal Qualities</b>	Enthusiasm Team-working skills Reliability and Integrity Personal Organisation Flexibility Engagement in own continuous professional development	Strategic Planning Motivational skills
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