United Endeavour Trust

September 2023

**JOB DESCRIPTION – HOUSE LEADER**

**Name:**

**POST GRADE/SALARY:** Grade 6

**1.0** **JOB TITLE AND PURPOSE:** **HOUSE LEADER**

Through the management and co-ordination of personalised support and mentoring programmes, ensure that the pastoral needs of pupils are effectively met, raising their aspirations, self-esteem and motivation levels so they can achieve their academic potential.

**2.0 WORKING HOURS**

37 hours per week

Staff are expected to make up 37 hours per week by completing professional duties outside of the academy day including attending meetings as below:

* Attendance for GCSE Results Day – (*Date supplied in advance, as soon as released*)
* 1 Day Pastoral Team Development –(*Date decided at beginning of Year, at a mutually agreed date)*
* Whole academy staff meetings
* House Team Meetings
* Parents Evenings
* Open Evenings
* Parents Forum
* Year 7 Settling in Evening
* Presentation Evening
* Year 11 Prom

**3.0** **LINE MANAGEMENT:**

**Responsible to:**  Assistant Principal

**4.0 DUTIES AND RESPONSIBILITIES:**

**PART ONE: HOUSE LEADER**

**4.1       Wider professional responsibilities**

* To make a positive contribution to the wider life and ethos of the school.
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* To deliver House assemblies and assemblies linked to 10-hour responsibility.

**4.2 Support to Pupils**

* Act as an academic mentor for highlighted students within their House.
* Motivate students and encourage participation in House events across extra-curricular activities
* Support the tracking of student’s attainment and achievement and offer intervention support to maximise student outcomes.
* To meet students following referrals related to behaviour, bullying, student concerns or other incidents and to carry out appropriate follow up actions.

**4.3 Support Organisational Management**

* Actively promote and monitor the productive use of tutor time, with particular emphasis on:
  + Recording and completing homework.
  + Planner signing.
  + Uniform and equipment checks.
  + Punctuality.
* Support arrangements for academic mentoring for highlighted students in their House.
* Use a range of support strategies involving staff and parents/guardians, in order to deal effectively with day-to-day academic, behaviour and social issues that arise.
* To provide support regarding the organisation of academy events which are relevant to students within their House Work closely with external agencies regarding multi-agency work and child protection issues.
* Provide support for implementation and monitoring of whole school detentions
* Provide opportunities for peer support groups to develop.
* Organise House competitions.
* To be available to support form tutors within the House.
* Support the induction of new students.
* Keep detailed records on individual students.
* To support behaviour management; to include duties on ROAM and Quiet Room

**PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

**5.0 A House Leader is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.**

• A House Leader upholds public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
* having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* showing tolerance of and respect for the rights of others.
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.

• A House Leader must have proper and professional regard for the ethos, policies and practices of the academy in which they teach, and maintain high standards in their own attendance and punctuality.

* A House Leader must have an understanding of, and always act within, statutory frameworks.

**PART THREE: PASTORAL GUIDANCE**

**6.0 It is the duty of House Leaders to promote general progress and well-being of individual students and of any group of students assigned to them.**

* To provide guidance and advice to students on educational and social matters and on their further education and future carers, including information about sources of more expert advice on specific questions, making relevant records and reports.
* To make records and reports on the personal and social needs of students.
* To communicate and consult with the parents of students.
* To communicate and co-operate with persons or bodies outside the academy.
* To participate in meetings arranged for any of the purposes described above.
* To lead and attend assemblies, to register the attendance of students and to supervise students.

**PART FOUR: OTHER**

**7.0 Appraisal**

* To participate in arrangements agreed at the United Endeavour Trust for the appraisal of your performance and the development identified.

**7.1 Policies**

* To understand and comply with all Trust policies.
* To take all reasonable steps to ensure that Health & safety requirements are observed, on both the academy site and elsewhere.
* With reference to the Trust’s Mental Health Policy, all staff have the responsibility to promote the mental health of staff, students and colleagues. Any member of staff who is concerned about the mental health or wellbeing of a student or member of staff should speak to the mental health lead in the first instance.

**8.1**  **General Duties – subject to change annually as determined by the Principal**

* To support students who have a Medical Protocol within school.
* To provide first aid for students
* To liaise with parents/guardians/professionals in order to support students with medical conditions within House Group.
* To ensure Medical Protocols are kept up to date and shared through the appropriate channels.
* Social Time Duties in assigned areas including Break & Lunchtime Duties
* Meeting with EWO to support positive attendance outcomes
* Complete Restorative Conferences to support with anti-bullying
* To chair and provide minutes for all House Team meetings as per academy calendar
* 10 Hour specific additional responsibility - to be agreed with Principal and Assistant Principal

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post holder

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