**HEAD OF HOUSE**

**Job Description**

Head of House is a critical role in the school; your leadership of learners and your tutor teams will enable the school to develop and grow. By working as a middle leadership team with other Heads of House, to ensure consistency and coherence across our school community.

Effective communication is key to ensure that every learner succeeds.

You need to demonstrate high expectations and aspirations for all including following all of the school policies.

You will be expected to complete a House Monitoring and Evaluation plan, striving to improve progress, attainment and attendance across the house group you are responsible for.

1. Promoting learner welfare through:-
   1. Liaison with parents/carers
   2. Leading and managing a team of tutors
   3. Developing positive relationships within your house team
   4. Establishing and maintaining a high profile throughout the school; including at break times and lesson changeover
   5. Monitoring punctuality and attendance; putting into place intervention as necessary
   6. Working with outside agencies as appropriate
   7. Closely working with AHT safeguarding
   8. Regularly meeting with the EWO
2. Ensuring learners’ progress in their overall learning by
   1. Creating and subsequently monitoring a rewards system
   2. Tracking and monitoring learner progress and attainment
   3. Providing intervention strategies specific to learner need
   4. Developing a reflective approach to all learning
   5. Communicating with all stakeholders
   6. Monitoring key groups and tracking trends
3. Designing and delivering a pastoral curriculum, that meets statutory entitlement and learner need, to include PSHE, Citizenship, CIAG, SMSC and British Values
   1. Review and build upon current PHSE, form time and assembly practices
   2. Establish a coherent Citizenship/PHSE curriculum that is supported and at times led by assembly topics, so that it is centrally planned and consistent across the school.

**As a Head of House** you will:-

**1 Set high expectations for all the community which inspire, motivate and challenge all our learners**

**2 Promote excellent progress and outcomes by your learners and communicate this effectively with parents/carers**

**3 Demonstrate good understanding of the planning and delivery of the pastoral curriculum (PSHE/Citizenship/British Values/SMSC)**

**4 Plan and deliver appropriate pastoral provision that meets the needs of individual learners**

**5 Monitor and coordinate intervention to improve attendance**

**6 Make accurate and productive analysis of pupils’ learning and pupil assessment via Go4Schools and tripartite meetings. Liaising with Heads of Faculty and Subject Leaders**

**7 Manage behaviour positively to ensure good relations, positive learning and a safe environment**

**8 Monitoring interventions for key groups e.g. DSEN/Pupil Premium/AG+T**

**9 Fulfil wider professional responsibilities**

**10 Work with all our school community to ensure we are consistent in our high expectations of all.**

Further detail of the above is included in the Department for Education Teacher Standards.

You will lead a team of tutors and their tutor groups; years 7-11. You will set the tone, expectations; provision and the care for your house, in line with our aspirational school ethos. You will inspire your House to develop self-understanding, social and community participation and sound moral purpose.

You will be expected to attend all middle leader meetings and communicate the school’s high aspirations to all in your team

**Personal and Professional Conduct**

At all times you will be expected to demonstrate high standards of personal conduct. These are defined within the Department for Education Teacher Standards.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up.  Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

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 anyone with a disabling condition.

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff to share this commitment and to ensure that every child really matters.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.