



Lytchett Minster School

Post Title:	Head of House
TLR:	1.1 £10,174 per annum

Responsible to Headteacher through Line Manager (Assistant Head)

Job Purpose

- To give clear, effective and positive leadership to a House of approximately 200 students and ten staff, and to be responsible for its ethos, quality assurance and ongoing improvement
- To provide a framework of training, monitoring, guidance and discipline in which students thrive, make good academic progress, good personal development and achieve good course or career progression
- To cultivate students who are well trained, ready for education; courteous, compassionate and respectful in their dealings with others; fully involved in the life of the school and committed to making a contribution to the House and wider community of the school; high attenders, well turned out, high achievers
- To develop and maintain policies, proactive programmes and reactive processes to achieve this that are consistent with school policies and processes and have been derived in consultation with House staff, giving general guidance to all students and reacting to individual needs
- To provide the team with support and training as required in consultation with the line manager and Deputy Head with responsibility for staff development; to guide staff in the effective care of students in their charge, encouraging them to develop good relationships with their tutees and to be aware of individual student needs (including child protection issues where appropriate), supporting them in devising individual programmes and strategies to address individual student need
- To ensure the smooth running of the school through efficient administration
- To play an active and constructive part in the middle management of the school, contributing to the development and promotion of whole school improvement priorities
- To act as the main home-school link and to cultivate cooperative and productive links with parents and other carers
- To assist the Sixth Form in course development based on course/career progression discussions with students in Year 11 and to work with the Head of Sixth form in establishing the sixth form as the natural progression route for most students

This is likely to involve:

- Leading or directing assemblies
- Leading house meetings
- Line management of Deputy Head of House - Overseeing and supporting their work (to include appraisal)
- Using, and overseeing the use of, a range of data effectively to identify individual and House targets, to monitor attendance, academic achievement, ABC development, disciplinary and other referrals
- Overseeing student use of Homework Planners
- Overseeing student transition between feeder school and Lytchett and between 9/10 and 11/12 (or other route) through involvement in the Year 9 Option and Sixth Form Application processes
- Contributing towards the Guidance Programme
- Guiding tutors in the use of tutorial time, devising programmes as appropriate
- Manning the House office at appropriate times

- Overseeing the house geographical environment, its care and use of displays
- Liaison with external agencies, the Head of Inclusion, the Assistant Head (Pastoral), the Head of Sixth Form and Heads of Subject as appropriate
- Contribution towards the appraisal of tutors
- Devising and delivering house period programmes
- An active contribution towards the delivery of PSHE and Citizenship
- Devising and/or supporting a lively programme of House activities and competitions including sports competitions, Sports Day etc.
- Choosing, training and managing house prefects
- Overseeing and writing House comments on reports
- Overseeing the effective House disciplinary response to erring students and feedback to teachers, including taking personal responsibility for a group of particularly difficult children
- Devising of annual House review and development plan
- Participating in the Lunchtime duty rota scheme

Such other duties from time to time that the Head may direct

Role Profile

- All middle management roles require a complex range of skills.
- Success within the House role rests on the Head of House knowing students individually, being able to speak to individual issues and to handling parents in such a way as to secure maximum partnership and trust.
- It requires effective leadership, management, inspiration and training of the house team and a clear strategic sense.
- It presupposes a significant front-line problem solving approach and role.
- It will depend for its success on the ability to create a strong collective team responsibility – and acceptance that the responsibility is for delivering students to classes and around site who are well trained, well-motivated, and understand the expectations we have of them and embrace these.

Accountability

The Head of House is responsible for the production of the Annual Review and Development Plan update, all House-relevant SEF/Ofsted preparation documentation. The Head of House is also involved in a fortnightly meeting with the line manager.

In drawing up their evaluation of the House and of the academic, personal and behavioural work it is engaged in, the Head of House may draw on a wide range of data, including but not exclusively:

- House GCSE results and value added data
- Numbers of house exclusions, school detentions and relocations
- Record of involvement in extracurricular activities
- Turn out for house competitions
- Sixth form recruitment and career progression
- Effectiveness of and representation on Student Voice
- Results from student surveys
- Results from parent surveys, letter of appreciation etc
- Number of referrals to Head of House, number of issues that have to be referred beyond Head of House