**Thomas Alleyne’s High School**

**Uttoxeter Learning Trust**

**JOB DESCRIPTION**

**Head of House**

**(with Teacher of English)**

**Full time, permanent - TLR 2.8 (£7846) per annum**

**(pro rata if part time)**

**Responsible to:** Deputy Head Teacher: Behaviour

**Responsibilities**

* Monitoring student progress across the curriculum and ensuring all students achieve outstanding outcomes.
* Safeguarding and protecting the welfare of all students in the House.
* Maintain outstanding levels of behaviour and support the Deputy Headteacher in the implementation of appropriate sanctions
* Encourage high levels of attendance and support the school in achieving the whole school attendance target through a range of intervention strategies.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Job description:**

**Leadership and Management**

* Articulate the vision for the House and each year group and share it effectively with all stakeholders.
* Provide strategic leadership for one area of the pastoral team responsibilities.
* Demonstrate a pursuit of excellence with an uncompromising and highly successful drive to strive for improvement.
* Raise standards, attainment, attitudes and expectations within the House and provide professional leadership to all staff working with your students.
* Oversee the progress and achievement of students in your House so they reach their full potential and to provide a positive framework of policies, strategies and activities in which all students in your House can take responsibility for their progress.
* Play an active and constructive role in Pastoral meeting & lead House meetings.
* Promote the House within the school and community in order to ensure that everyone perceives it positively, particularly teachers, parents and the students,
* Plan and provide students with opportunities to make a positive contribution to both the school and wider community.
* Monitor and promote high levels of attendance and punctuality of students in liaison with all relevant stakeholders.
* Support the school with the On-Call Rota and detention system.
* Deliver House assemblies
* Line management of the Pupil Welfare Officer and one support member of staff

**Achievement and Standards**

* Monitor and report on the academic progress of all students, individual students and groups of students by scrutinising data, comparing progress against targets and to initiate ways of rectifying underachievement.
* Model the aims and aspirations of the school
* Oversee students’ attainment and welfare
* Monitor and consistently challenge students and staff to raise standards and aspirations.
* Maintain student files in accordance with freedom of information guidance.
* Organise, manage and monitor Pastoral Support Plans and all other interventions.
* Liaise with subject teachers, particularly Heads of Department over the progress of individual students as necessary to support good learning and progress.
* Monitor and report on the behaviour of students, responding positively to good behaviour and attendance and ensuring sanctions and rewards are implemented according to the school behaviour policy where there are deficiencies.
* Ensure that all student conduct logs are kept up-to-date; all behaviour data scrutinised to ensure it impacts on our drive for improvement in all aspects of school life.
* Promote teamwork within the Pastoral and House Teams
* Promote and celebrate student success.
* Monitor progress pf all pupils on APP and alternative provision.
* Ensure the progress of vulnerable groups is tracked and appropriate interventions are in place to target academic, pastoral and attendance barriers

**Learners/ Parents / Carers / Stakeholders**

* Secure partnerships using effective communication with parents/carers to raise attainment
* Liaise with parents/carers positively and promptly, especially in response to student problems. Discuss work, progress and attitudes of students with parents/carers to raise attainment and aspirations.
* Co-ordinate home work for students who have prolonged absences.
* Initiate and co-ordinate support from outside agencies e.g. Education Welfare, Social Services (including Tier 2 and Tier 3 support), Educational Psychologists, CAMHS and other Mental Health Support Organisations and attend meetings and conferences when required.