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

**Remuneration:** TLR 2a (£8,279.00)

**Reporting to:** SLT Link **Teaching Commitment:** 18.5 hrs **Disclosure level:**  Enhanced

Leadership and Management

All staff are expected to promote achievement and excellence at Hall Park Academy. Those in leadership and management posts should encourage high expectations and actively promote the ethos of the school. They are expected to share responsibility for ensuring the good conduct and progress of all students, and the wellbeing and professional development of all staff.

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 Hall Park 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 Hall Park Academy to the Community

Hall Park 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.

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|  | **Essential** | **Desirable** |
| **Qualifications** | QTS  Degree level qualification | Good Honours Degree |
| **Teaching** | Able to teach full range of ability 11-16  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 students’ performance  Understanding of a range of assessment for learning approaches, including grades where appropriate  Able to communicate with students and parents about student’s progress  Participation/ development of extra-curricular activities | Able to teach full range of ability 11-18  Able to develop best practice through a wide range of imaginative approaches  Engaged with developments in teaching and learning strategies to raise achievement |
| **Personal Qualities** | Enthusiasm  Team-working skills  Reliability and Integrity  Personal Organisation  Flexibility  Engagement in own continuous professional development | Strategic Planning  Motivational skills |