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**JOB DESCRIPTION**

# NAME:

# POST: Head of House

# GRADE: L3 – L7

**Relationships**

The post holder is accountable to the Assistant Vice Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

**Purpose**

To carry out effectively the duties of a teacher and to play a vital role in fostering a positive and supportive community among students, teachers, and parents. Working closely with teachers and staff to provide guidance and support to students, resolve conflicts, and ensure that every student feels heard and valued. By doing so, the Head of House helps to create a sense of belonging and inclusivity within the school community, ultimately contributing to the overall academic and personal success of students.

**Main duties & responsibilities**

The Head of House would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which might be required to carry out.

* The Head of House will provide high quality teaching, leadership and management commensurate with the needs and ethos of our Trust, and as set out in the current Teachers’ Pay and Conditions document.
* The Head of House is an inspirational and dynamic leader with the vision to craft a community identity for their house, ensuring an engaging and supportive learning experience that celebrates inclusivity and diversity, achieving the best outcomes for each individual pupil’s skills and aspirations.
* Foster a sense of community by encouraging pupils, family and local residents/businesses to participate in house/academy events, thus promoting a positive academy culture in line with our Trust’s vision and values. In doing so, the post holder will also to raise the profile of the academy and our Trust in the wider community and professional networks, thus contributing to building a reputation of an academy and employer of choice.
* Through a commitment to continuous professional development and working collaboratively with other Heads of House, the post holder will design and implement exceptional pastoral support strategies to drive improvements in pupil wellbeing, attendance and attainment.
* Support the educational success of the academy within the overall framework of the Trust’s strategic plan as well as the individual Academy’s Raising Achievement Plans (RAP).
* The Head of House is accountable for supporting the SLT (in collaboration with other Heads of House) to develop the internal organisation of the House model, to create a culture of constant improvement within a collaborative professional learning environment.

Inclusion

* Support and uphold the academy’s policy on behaviour, discipline and anti-bullying.
* Supporting the management of pupil welfare and wellbeing, contacting parents as necessary and ensuring pupil records are maintained.
* Provide high-quality pastoral care to pupils within the house, inspiring a sense of pride and belonging.
* Ensure that Tutors and staff provide suitable opportunities for students to engage in enrichment activities as part of the tutor programme, including delivery of SMSC in liaison with other academy leaders.
* Monitor, analyse data and produce reports on the academic, social and emotional development of pupils.
* Review all students’ progress towards targets after each formal assessment period, working closely with Teachers and House Managers.
* To take systematic and effective action to support those who are under-achieving, with particular emphasis on students in vulnerable groups including PPG and SEND students.
* To liaise effectively with the SENDCo, DSL, Teachers and wider school staff as required to ensure timely and outstanding pastoral and safeguarding support.
* To communicate regularly with parents/carers (and other relevant external bodies as required) to ensure ongoing positive engagement with the wider community, as well as timely and outstanding pastoral and safeguarding support.
* Address behavioural issues in accordance with the school’s behaviour policy.
* Plan and lead events such as house sports competitions, cultural celebrations, school assemblies.
* Design and implement reward systems and other innovative methods that promote a culture of achievement and resilience through valuing and monitoring success, progress and commitment.
* To provide advice and support to all staff when needed on methods of behaviour management.
* To provide staff training on behaviour for learning, pastoral interventions, safeguarding and other inclusion topics as required.
* To support with Student Voice and School Council meetings to ensure they take place regularly and pupils’ voices are heard and acted upon.
* To oversee the process of transition from primary school.

Attendance

* Systematically track, monitor, analyse and improve house pupils’ attendance and punctuality.
* To act upon weekly feedback received from SLT in relation to targeted attendance interventions needed.
* To analyse attendance figures and feedback to House Managers and Teachers (and wider academy staff as required) expectations and plans of next steps.
* To train and empower House Managers in delivering high-quality attendance and behavioural interventions.
* To support the SLT in keeping staff up-to-date about National Attendance legislation, statutory guidance, data sets, best practice and all other requirements.
* To work closely with the Attendance Officer and SLT to ensure whole school attendance and persistent absence figures are above National Average.
* Meet with the Local Authority School Attendance Worker/Inclusion Team & colleagues from Social Care to agree action for students who have a poor attendance rate.
* To work within the multi-agency framework with professionals and colleagues from the full range of agencies to support and improve pupil attendance.

Line management and working relationships

* The post holder will be a member of the Leadership Group and attend meetings and events as required.
* Provide operational and strategic direction to House Managers and other staff as required to ensure the successful bedding in, and continuous improvement, of the house model (ensuring that accountability procedures are embedded at all levels).
* Act as an appraiser in the annual Performance Appraisal Programme for all direct reports, and other roles as required.
* Assist staff with serious issues of behaviour management for pupils within their House.

General duties

* To maintain an up-to-date knowledge of Behaviour & Attendance and developments in teaching and learning.
* To support school staff with delivering whole school INSET for Inclusion, Behaviour & Attendance.
* To work closely with the SLT to support the smooth running of the academy.
* To work with the Local Authority by sharing information and working together on attendance, behaviour and exclusion data.
* To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
* To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Raising aspirations, achievement and attainment

The Head of House will work with the SLT to ensure the following:

* Articulate and ensure the academy has the highest ambition for the progress, attainment and spiritual development for every child, placing social justice at the heart of the academy’s work.
* Address the needs and aspirations of each pupil through personalised learning and mentoring.
* Use assessment data to set and monitor challenging targets.
* Challenge practice to ensure a stimulating learning environment.
* Ensure academy-wide priorities are consistently and effectively implemented.

Developing self and working with others

The Head of House will:

* Treat everyone within the academy fairly and equitably.
* Develop a culture of personal accountability and responsibility that recognises both excellence and supports appropriate strategies to deal with under performance.
* Ensure a high standard of professional learning and collaborative working.
* Work with all staff to build creative, effective teams.
* Sustain their own motivation and sense of purpose and that of other staff.
* Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
* Develop the capacity of staff, through coaching and other appropriate means.

Leading the organisation

The Head of House will support the SLT to:

* Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the academy.
* Lead by example, be personally visible and committed whilst adopting a strong, collaborative and flexible leadership style.
* Establish collaborative and open relationships with all stakeholders.
* Ensure critical evaluation of the academy’s performance.
* Ensure that communication channels exist, enabling all staff to receive the information they need in order to carry out their professional duties effectively.
* Ensure structures deliver pupil progression, attainment and achievement.
* Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff.
* Implement our Trust’s performance management framework for line-managed staff.
* Ensure the academy environment is of a high standard and reflects the aspirations of the community.
* Ensure effective use of financial, technological and other resources.

Managing the organisation

The Head of House will:

* Support and embody the academy’s Christian vision “Act Wisely, Build Community, Help Others” and values “Wisdom, Community, Kindness, Responsibility and Sustainability”
* Work with the SLT, to recruit and retain staff of the highest quality.
* Work with the SLT, to deploy all staff effectively in order to improve the quality of education provided.
* Manage and monitor their agreed delegated house budget, setting appropriate priorities for expenditure allocating funds and ensuring effective administration and control.
* Take responsibility for the collection and analysis of data commensurate to role and provide to the SLT within set deadlines.
* Support the SLT to manage and organise the accommodation of the academy efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
* Ensure that the allocation and use of accommodation within the academy provides a positive learning environment that promotes the highest achievement for all.

## General

* To promote and support aE’s culture and encourage staff and pupils to follow this example.
* To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
* To comply with, promote and act in accordance with all Trust and academy policies.
* To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
* To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
* To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
* To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
* To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
* To identify and agree personal development objectives with your line manager.
* To be courteous to colleagues and provide a welcoming environment to visitors.

## Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

**Signed: ………………………………………….. Date: ……………………………………**

**Post Holder**

One copy to be retained by member of staff and one kept on the employee’s file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**