



JOB DESCRIPTION

NAME:

POST: **House Manager**

GRADE: **5 (SCP 10-15)**

RELATIONSHIPS:

The post holder is accountable to the Vice Principal and Heads of House 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:

The postholder will lead on ensuring that students are safe in school, achieving the highest standards of behaviour and attendance which will enable them to progress academically and socially. Communication to parents will also be a key role and an expectation that the postholder leads on developing and maintaining positive relationships with parents.

MAIN DUTIES & RESPONSIBILITIES:

- Ensure each pupil's entitlement to Care and Guidance by supporting the Head of House. They will be expected, by personal example, to provide motivation and enthusiasm in setting and maintaining the highest standards to achieve success with all pupils.
- Ensure that all pupils are known and valued as individuals and that they know that they are valued as an individual.
- Lead by example to ensure that the vision and values are maintained and enhanced at every available opportunity.
- Ensure the pastoral development and care of each student within their House and manage the day-to-day pastoral aspects of the House and to lead on identified areas as agreed with the Head of House.

- Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students' welfare and developing good behaviour in the academy and in wider society.
- Analyse data effectively to identify students who may need additional support with regards to their behaviour, attendance or learning.
- Attend Pastoral Board meetings and other relevant House events such as induction evenings or parent evenings.
- Have a full awareness of all safeguarding procedures and are able to lead on making referrals to a range of outside agencies to ensure the most appropriate support is in place.
- Know all students in the house as well as possible and become accepted as a person to whom they can turn for guidance, in addition to their group tutor.
- Monitor and improve student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken.
- Ensure the Behaviour for Learning Policy is implemented in the House so that effective learning can take place.
- Manage behaviour problems and behaviour modification of pupils within the House group in order to put suitable strategies in place.
- Liaise with parents and outside agencies.
- Share in the development and implementation of Classcharts (rewards and sanctions) in collaboration with the Vice Principal of Behaviour.
- The planning and delivery of House assemblies.
- Take steps to prevent any form of bullying and support victims of bullying.
- Promote activities within the house which are likely to develop a sense of community.
- Assume responsibility in line with the duty rota for the supervision of the school duty points and team generally and to deal with misdemeanours that occur on that day. With the expectation that to be available on the school premises during the morning break and lunchtime every day.
- Ensure that students complete their detentions and follow up non-attendance to these.
- Assist in the admission of new students and monitor their progress.
- Supporting actively the School Council and to organise representatives from each group to make up the committee.

Planning and Setting Expectations

Support the Head of House to:

- Day to day management, control and operation of pastoral provision within the house, including effective deployment of staff and physical resources.
- Actively monitor and follow up student progress, both pastoral and academic.
- Implement academy policies and procedures, e.g. Behaviour for Learning, Safeguarding Policy, Equal Opportunities, Health and Safety, etc.
- Link with tutors to ensure that the work in the House fully reflects the School's aims and ethos.
- Liaise with the other Heads of House/House Managers in matters of pastoral policy in the interests of uniformity of interpretation and implementation.

Assessment and Evaluation

Support the Head of House to:

- Manage student review processes and procedures.
- Monitor the academic and pastoral progress of individual students.
- Maintain all appropriate records including students' individual files and records.
- Prepare reports and references – including confidential court/social service/medical reports.
- Liaise with other schools to arrange student transfers and placements.
- Monitor attendance and punctuality of students taking appropriate action when necessary.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

Communication

Support the Head of House to:

- Ensure that the House team are familiar with the aims and objectives of the school and house.
- Liaise with colleagues over matters related to student welfare and performance.
- Co-ordinate all information received from staff, parents and outside agencies regarding individual students and to ensure that this information is distributed correctly and check that action is taken where and when necessary.
- Ensure effective communication / consultation as appropriate with the parents of students.
- Represent the house views and interests.
- Play a role in organising and assisting with parents' evening and review day.
- Liaise with partner schools essential outside agencies, further education and other relevant external bodies.
- Attend and, when necessary, convene case conferences in respect of students in the House.

GENERAL:

- To promote and support AE's culture of "High Expectations for All" 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 the 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 the 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 up-dating 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 the Trust it is our practice to vary the specific responsibilities in line with the needs of the 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 the 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.