



JOB DESCRIPTION

JOB TITLE: Head of House

NAME: _____

RESPONSIBLE TO: Assistant Headteacher

RESPONSIBLE FOR: All form tutors and other staff attached to the House, including the line management of House Managers.

DUTIES:

The Conditions of Employment for School Teachers (Sch 3) specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

PARTICULAR DUTIES:

To be responsible for the social, academic and educational welfare of students in their House, complementary to the whole school & college ethos. Integral to this position is the management of the form tutors attached to the House, ensuring the implementation of the pastoral programme through good working practice.

ALLOWANCE ATTACHED TO THE POST AND PARTICULAR DUTIES:

TLR2a

MAIN ACTIVITIES ATTRIBUTABLE TO PARTICULAR DUTIES:

1. To work with other Heads of House, House Managers and Assistant Headteacher to establish clear criteria for assigning all students in the school into a House system.
2. To monitor academic progress, punctuality, behavior. This will involve setting targets, providing effective support, care and guidance for all students. This should include taking decisive action following robust data.
3. To work with other HOH and House Managers, communicating effectively with parents and students the purpose and ethos of the House system.
4. To monitor, track and implement a staged approach to improve attendance of all students, form groups and target groups.
5. To ensure safeguarding procedures are strictly followed.

6. To implement effective measures to promote discipline and good behaviour.
7. Drawing up/implementing a programme of assemblies and events to promote community cohesion and House identity.
8. Creating a team ethos amongst colleagues assigned to a House, involving them in the planning and organisation of House events.
9. To plan and organise for all students to have opportunities to achieve within, and be able to contribute to their House. To ensure there is formal student accreditation for their achievements within the House system.
10. To have a thorough understanding of our students' PSHE needs and to establish a clear programme for ensuring that the House system contributes to students' social, extra-curricular and spiritual development. This will include contributing resources and lessons for tutor time.
11. To provide support to all form tutors in promoting good practice with regard to behaviour, safety, attendance and students' personal development in the House.
12. To attend and contribute to HOH meetings.
13. To organize House team meetings and to respond to issues arising from such meetings.
14. To ensure dissemination of information from SLT to form tutors and to maintain channels of communication.
15. To liaise with the EWO and other agencies as appropriate.
16. To provide information for and attend all pastoral agencies meetings.
17. To provide assistance with the production of student profiles and reports.
18. To support the form tutor with the production of CVs, letters of application and references.
19. To work with the designated Assistant Headteacher in ensuring high attendance at parents' evenings, open days, induction days and to actively encourage a genuine partnership with parents.
20. To provide support and assistance to new form tutors and help prepare documents as appropriate.
21. Monitoring the registration process and ensuring that it is performed according to school policy.
22. To work closely with the House Manager, providing guidance and management of their workload.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of any Contract of Employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

Signed: _____ Postholder _____ Date: _____.

_____ Headteacher _____ Date: _____.