**The following Job Description relates to the possible pastoral responsibility for the Teacher of Geography.**

**Head of House**

**Leading learning and teaching**

This job description should be read in conjunction with the job description for all teachers at Notley High School and Braintree Sixth Form.

The overall role of the Head of House is to provide leadership to the students and staff of the house so as to ensure that every single member of the house is enabled to perform to the maximum of their abilities, and can enjoy their time at school. To do so they will endeavour to:

* Maintain a consistent and continuous house wide focus on students’ achievement, using data and benchmarks to monitor progress in every child’s learning;
* Ensure that learning is at the centre of planning and resource management;
* Help create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
* Demonstrate and articulate high expectations and set stretching targets for the House;
* Implement strategies that secure high standards of behaviour and attendance;
* Monitor, evaluate and review practice and promote improvement strategies;
* Access, analyse and interpret information;
* Support research and debate on effective learning;
* Support teaching staff in improved practice in formative and summative assessment to increase the accuracy of tracking data;
* Develop strategies for performance improvement;
* Be committed to:
  + Raising standards for all in the pursuit of excellence;
  + Continuous learning for the entire house community;
  + Entitlement of all pupils to effective learning and teaching;
  + Choice and flexibility to meet the personal learning needs of every child, and strategies to stretch the most able;
* Regularly review own practice, set personal targets, and take responsibility for own personal development;
* Develop and maintain effective strategies and procedures for tutor induction and professional development, and provide “support staff” tutors with any necessary guidance on issues requiring a teacher’s professional expertise;
* Help to create and maintain a positive school culture;
* Ensure clear delegation of tasks and responsibilities, so that tutors undertake effective planning, and evaluation of work;
* Acknowledge responsibilities and celebrate achievements of the house and individuals;
* Help build a collaborative learning culture within the house and actively engage with other houses, and Heads of House, to build an effective learning community.

**Notley High School and Braintree Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**