



HOUSE MANAGER

Candidate Information Pack

 **ERDINGTON**
ACADEMY



FAIRFAX
MULTI-ACADEMY TRUST

WELCOME - *CEO of the Trust and the Headteacher*

Dear Candidate,

Firstly, thank you for considering joining Erdington Academy. Erdington Academy joined the Fairfax Multi Academy Trust (FMAT) as a sponsored Academy on 1 September 2016.



Established in 2014, the FMAT has a belief that education is the bedrock for a successful and fulfilling life; with an aim to prepare each and every student to succeed in the 21st Century by pursuing excellence in punctuality, behaviour, uniform, respect for one another and outstanding outcomes in the classroom.

Academic success is vital; however, developing the whole person through extra-curricular opportunities also plays centre stage in our ethos.

The Trust is fortunate to have so many fantastic, dedicated and committed professionals in its academies and schools and I personally am honoured to work with them. I do hope you find this pack informative and I look forward to hearing about your application. You will be joining a fantastic organisation that will offer you many opportunities to progress as an individual and support you in attaining whatever position you aspire to achieve. Good luck and my sincere good wishes in your professional career.

Yours sincerely,

Andy Bird

CEO

Fairfax Multi-Academy Trust

Dear Candidate,

Thank you for your interest in Erdington Academy. Erdington Academy is a comprehensive school that has a rich history, is rooted in the community it serves and has an ambition to become one of the leading schools in the West Midlands, indeed the country.



At Erdington Academy, we are committed to high standards of presentation, behaviour and achievement. A calm, purposeful environment is the key to successful learning and achievement. We are unashamedly ambitious. Our curriculum has an academic focus and we have close links with local universities, colleges and businesses.

The school is a tolerant community that welcomes all and celebrates diversity. We believe that every child can achieve their potential and we work hard to ensure that all our students will strive to be the best they can be.

It is an exciting time for the Academy within the Fairfax Multi Academy Trust. Erdington Academy is a dynamic and rewarding place to work; you really can make a difference.

Yours sincerely

Mark Rhatigan

Head of Academy

CONTEXT - *Our school*

Our vision is clear, consistent and simple to understand. We expect excellence from our students and in return we aim to give them a challenging and enjoyable learning experience.

Dedication

We are relentless in making a life changing difference for our students because we care about young people.

Excellence

We know that excellent outcomes are a result of excellent habits.

Ambition

We all set challenging goals and expect everyone to go the 'extra mile' to achieve their best.

Integrity

We are truthful, sincere and open: we say what we mean and we always act with honesty and openness.



Teaching and Learning at Erdington Academy

Our dedicated teachers go the 'extra mile' because we are relentless in making a life-changing difference for our students. Teaching at Erdington Academy aims to secure deep learning and high-quality student outcomes in an atmosphere of discipline, courtesy and respect. Routines and structures are integral because we know that excellent outcomes are the result of excellent habits. Accurate assessment and quality feedback are also important and we set challenging goals and support students to achieve them.

CPD is strong and our teaching staff is dedicated to always enhancing practice through development and coaching to provide excellence for our students.

"Learning is the main business of the school" – Ofsted (June 2015)

Facilities

Erdington Academy is blessed with a wide range of facilities to support the learning of our children. Our staff take great pride in their classrooms ensuring the learning environment is stimulating and reflects the standards of work we expect.

Curriculum

We are proud of our broad and balanced curriculum that aims to equip every child with the knowledge and skills to make a positive step in the world. We place great emphasis on acquiring and mastering core skills in English and Mathematics to raise standards. We ensure that all students have the opportunity to try the full range of subjects to enjoy new experiences and we also have an extensive extra-curricular programme.

For a breakdown of historic school results and our latest Ofsted reports visit
www.erdingtonacademy.bham.sch.uk

This is an exciting time in the life of Erdington Academy. From September 2016, we officially became an academy within the Fairfax Multi-Academy Trust, which includes four schools. This further enables the academy to share and develop practice as part of a wider group of academies and partners.

We are looking for enthusiastic and hardworking staff to join us on our journey to outstanding.

Job Title: **House Manager**

Required: **January 2018**

Contract: **Permanent**

Starting Salary: **SO1 (FTE - £25,951 - £27,668) Actual Salary - £22,695 - £24,197**

Hours: **37 hours per week, Term time only**

A House Manager is required to lead and manage a House; to take responsibility for the pastoral care of the 230 students in the house and the team of Tutors who manage each Form. This is a demanding role requiring a tenacious, dedicated and resilient person wanting to join a team of five other members to make a difference to lives of our students.

We are looking to appoint a person with experience of working in a pastoral team, who has experience of safeguarding and who has experiences, skills and qualifications that can complement the other team members.

Erdington Academy is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will therefore be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS) as well as providing evidence of qualifications.

To apply, please complete the online application form on www.tes.com

To arrange a visit, please contact 0121 373 1080.

Closing date: 12pm (noon) Wednesday 24 January 2018

DEPARTMENT	Erdington
RESPONSIBLE TO	Pastoral Manager
LINE MANAGEMENT OF	N/A
SALARY	FMAT SO1
WORKING HOURS	37 hours per week (no TOIL) with a half our unpaid lunch break
WORKING PATTERN	Monday to Thursday 08:00 – 16:00, Friday 08:00 – 15:30
Holiday Entitlement	A paid entitlement of 25 days' annual leave and 8 statutory holidays pro rata

JOB PURPOSE

The House Manager will look after the well-being of the students as part of the academy's pastoral team. The post holder will work alongside the relevant members of the pastoral team, parents/carers and other agencies to secure good outcomes for all students. In addition, they will actively promote the Trust's values and assist teaching staff in narrowing the gap between disadvantaged and other children.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

1. Lead a house in the Academy with approximately 225 students. Be the first point of call for all behaviour, pastoral, wellbeing, attendance and achievement issues.
2. Meet parents of any students on Stage 1 of the Pastoral Pyramid.
3. Liaise with the Senior Link for the House in terms of students on report or Stage 3 of the Behaviour Pyramid.
4. Conduct QA and learning walks of tutor time every morning with the Senior Leader ensuring Trust values are met.
5. Collect and investigate data for the House. Meet weekly with the Senior Link to agree actions and next steps for individuals.
6. As a member of the Pastoral team, keep up to date records to share with the SENCO, Safeguarding Lead, Senior Leaders and Deputy Head of Academy (Behaviour and Ethos).
7. Chair a weekly meeting with the teachers in the House team.
8. Lead an assembly.
9. Challenge and motivate students, promoting and reinforcing self-esteem.
10. Promote the Trust's ethos and culture of high expectations in and around the academy buildings, site and in lessons.
11. Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety; provide also general student support, e.g. lost items, upsets etc.
12. Reward students for positive behaviours and high standards using the academy system.

13. Assist as necessary in meetings with students and communication with parents.
14. Be the first point of contact for parents/carers being responsible for and dealing with issues when appropriate and referring to other staff for action when necessary.
15. Ensure contact is made with parents/carers whenever incidents are dealt with, e.g. bullying, racial incidents etc., and produce appropriate records.
16. Liaise and consult with senior leaders and the pastoral team in relation to the Behaviour Policy and its implementation and contribute to pastoral support plans.
17. Effectively communicate with relevant colleagues through meetings and e-mails keeping them informed of issues relating to students and seek reports on student progress from staff.
18. Liaise with external agencies on behalf of the key stage team and contribute to the organisation of key stage events and programmes.
19. Respond to and take the necessary steps to resolve relationship issues between students.
20. Conduct investigations of student incidents and report back findings to the relevant senior leaders and complete accurate records.
21. Liaise under the direction of senior leaders with staff over students' behaviour and progress.
22. Monitor attendance at detention and collect students every afternoon.
23. Work with the senior leader 'On-Call' to resolve any serious breaches in the Behaviour Policy during lesson time and social time.
24. Be aware of the academy 'hot spots' and cover needs each day in order to provide support in these areas whilst on duty.
25. Support students to follow the Attendance Policy and follow-up attendance matters including for agreed target students contacting or meeting with parents as necessary.
26. Issue, collect and follow up target cards for identified students.
27. Coordinate work for students that are excluded or off sick.
28. Ensure letters are sent and logged regarding e.g. uniform, equipment etc.
29. Be a nominated First Aider and Child Protection Officer.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. To perform any other such duties as the Head of Academy may from time to time determine.

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Experience of dealing with parents/carers, professionals and students	✓	
Competent user of IT systems such as MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Recent experience in an administrative role	✓	
Proficient in presenting and analysing data for a variety of audiences	✓	
Experience in using database applications	✓	
Previous experience in working in a school in a similar role		✓
Previous experience in using SIMS		✓
Personal qualities and attitudes	Essential	Desirable
Good problem-solving skills	✓	
Excellent administrative skills	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to record facts and probe for information without influencing	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	

Ability to follow set procedures	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude including First Aid and Child Protection Officer training	✓	
A commitment to the ethos, vision and values of the Trust and the ability to promote these at the academy	✓	
Ability to travel to meetings if required	✓	