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| **UXBRIDGE HIGH SCHOOL JOB DESCRIPTION:**  **HEAD OF HOUSE** | | |
| **Responsible to:** | | Leadership Line Manager, Principal |
| **Responsible for:** | | Line management of a House Guidance Leader |
| **Grade:** | | Upper or Main Pay Scale (inclusive of Outer London Weighting) + TLR 1a (£7,621 pa) |
| **Overview of role expectations** | | |
| In this role you will lead in creating the best possible educational experience for a particular cohort of students, namely a house. To aim for conditions in which teachers can operate at their optimum effectiveness so that all students achieve their full potential. | | |
| **Responsibilities and Tasks.** | | |
| To be responsible to the Principal and leadership line manager, to line manage a house guidance leader and house tutor team. Key responsibilities will include promoting high expectations and achievement for all students in your house through:   * responsibility for the overall academic progress and pastoral care of a house cohort; * leading staff and students with the objective of ensuring that all students make at least good progress; * leading the house team and tutors to ensure effective support for all students, both in their studies and pastorally; * monitoring and evaluating students’ academic attainment and progress, behaviour and welfare; and * identifying students who are progressing below expectations, improving their levels of progress and ensuring access to a range of interventions. | | |
|  | **To lead on raising student achievement**   * To examine and manipulate data to monitor and support students’ progress and to direct intervention. * To maintain an overview of student response to the whole curriculum and advise curriculum areas on coursework bottlenecks etc. * To support the Citizenship and SMSC Co-ordinator in maintaining the delivery of the Citizenship curriculum, particularly organisation of house events and those involving external speakers etc. * To support the leadership team in monitoring the delivery and teaching of Citizenship. * To ensure that completion of homework is monitored through regular tutor checks. * To support with book checks/work scrutiny. * To liaise closely with the SENCO/ FLC team and Student Services to monitor students receiving additional support and make appropriate referrals. * To support transition events for year groups within the house eg Year 7 induction, Year 9 options, Sixth Form transfer. | |
|  | **To lead on pastoral support**   * To ensure that form tutors encourage every student to feel that the school is doing everything possible to foster students’ academic and social capabilities to the full. * To ensure that high standards of work, behaviour and uniform are maintained. * To plan, co-ordinate and manage the work of the house guidance leader and house personal tutors. * To support tutors and teachers to promote a purposeful, disciplined and thriving learning environment which aims to maintain student expectations and self-esteem. * To lead and support tutors and students through regular visits to tutor rooms. * To monitor and maintain the highest levels of attendance and punctuality of students. To set individual and group targets for improvement in consultation with tutors and the inclusion team. To contribute to whole school attendance initiatives. * To know all students in the house group as well as possible and become a person who students feel they can consult. * To co-ordinate all information received from staff, parents and external agencies regarding individual students and ensure this information is distributed appropriately. * To liaise closely with relevant outside agencies eg education welfare, social services, etc., attending professionals’ meetings where appropriate. * To take steps to prevent bullying and support victims of bullying. * To be responsible for the compliance with the school’s health and safety policy in tutor rooms, house base, offices and corridors and in any activity with students on or off site. * To contribute to the whole school safeguarding review group and to represent students and staff on safeguarding matters with external agencies and the whole school safeguarding review group and to undertake regular safeguarding training appropriate to the role. * To manage and monitor the application of the school discipline policy. * To withdraw individual students or groups of students for intensive behaviour modification programmes when those students are disrupting the learning of others. * To manage and support students who are on report, in seclusion and/or excluded. * To manage internal and external exclusions for the house group. * To contribute, where required, to the completion of reports to support exclusions and to attend governors’ discipline panels. | |
|  | **Other management roles**   * To represent the house group through the school’s consultative structure. * To represent the house as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools, etc. * To lead (with the house guidance leader) regular weekly house briefings and meetings, setting appropriate agendas and arranging publication of brief minutes. * To arrange and attend parents’ evenings. * To regularly meet and liaise with parents of students. * To promote a positive identity within the group through the organisation of assemblies, extra-curricular activities and house group events. * To plan / support / promote extra-curricular house events and to support at whole school events where appropriate. * To organise and conduct admissions interviews for new entrants, liaising closely with relevant staff. * To oversee production of reports and references for house students including confidential court, social service and medical reports. * To ensure that individual student records are maintained. | |
| In addition the role includes a teaching load.  In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Leadership Team line manager / Principal and undertake those responsibilities and duties which may be required from time to time which are commensurate with the level of this appointment. | | |
| Name of Post Holder: Signature:  Date: | | |