

Minerva Learning Trust

Job Description

Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POST TITLE	Head of House
SALARY RANGE	MPS + TLR2b
LOCATION	High Storrs School
RESPONSIBLE TO	The Head teacher, within the framework of the School Leadership Team
RESPONSIBLE FOR	Form Tutor Team
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	<p>To lead a pastoral team within a Vertical House System to maximise the success of all students in that House. This will include:</p> <ul style="list-style-type: none"> the co-ordination, planning, implementation and evaluation of pastoral support within the House, including liaison with subject teams, outside agencies and primary and post 16 providers. implementing intervention strategies to respond to data (e.g. student tracking of progress and achievement, attendance, punctuality and behaviour data). Supporting the implementation and development of school priorities as expressed in the School Action Plan including working in line with school policy. Working with Senior Leaders, Middle Leaders and Support Staff (to maximise the outcomes for all children). <p><i>Please note that High Storrs School Heads of House are also teachers at our school. Please do also refer to the teacher job description and person specification.</i></p>
RELEVANT QUALIFICATIONS	QTS Relevant degree

JOB DESCRIPTION FOR THE POST OF: Head of House

Specific Duties & Responsibilities

The post holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

Key Responsibilities:

- Leadership
- Ensure Success for All
- Pastoral
- Parent Liaison & Communication
- Staff Development

Area of responsibility

Leadership

- To be responsible for the quality of pastoral support within the vertical House, developing strategies to maximise achievement, attendance, punctuality and behaviour for learning.
- To manage, develop and deploy the Student Support Assistant and the form tutors within the House in order to ensure the most effective use of human resources.
- To manage and develop administrative systems and student records as appropriate.
- To participate in strategic planning at a whole-school level and implement school policies.
- To be responsible for the co-ordination and compilation of reports as required.
- To facilitate the successful delivery of House assemblies and other House events in line with school policy.
- To liaise effectively with other teams in the school, outside agencies and other phases of education as appropriate.
- To contribute to Head of House and Student Support Assistant meetings.
- To contribute to the review and implementation of whole school policies on Behaviour, Welfare and Safety.
- To maintain positive behaviour in accordance with the school's policies and values.
- To work in close partnership with the other Heads of House and the Assistant Headteacher for Behaviour, Welfare and Safety to ensure consistency and clarity in all aspects of your work for the good of all staff and students.

Area of responsibility - Ensure Success for All

- To work with colleagues to get children back on track with their learning, with a particular focus on Vulnerable Students e.g. SEND, Pupil Premium, EAL within the House.
- To promote and implement the school's rewards policy

Area of responsibility – Pastoral

- To Ensure the effective and consistent delivery of form time activities including 1:1 student mentoring, Personal, Social, Moral, Spiritual and Emotional well-being, promoting extra-curricular activities and communication of whole school messages.
- To lead Quality Assurance of form time and House Team Briefings.
- To work with the Safeguarding Team to ensure that all children are safe from all kinds of harm.
- To work with colleagues to ensure roll call and attendance registers are accurate.

Area of responsibility - Parental Liaison & Communication

- To work with Student Support Assistants to foster positive and constructive relationships with parents and carers.
- Liaising with and making referrals to outside agencies working with students in the House
- Communicate in a timely and professional manner where concerns around progress, achievement and welfare need to be addressed.

Area of responsibility - Staff Development

- To analyse, assess and identify training needs of form tutors, in conjunction with appropriate colleagues in order to provide support and opportunities for CPD.

Other

- Establish and ensure consistent use of school and House-wide systems for smooth running of the House e.g. attendance / lateness / behaviour / tutoring etc.
- Coordinate form tutor attendance at a number of parent information evenings (e.g. Parent Information Evening for New Students, Y7 Settling In Evening) and other events involving parents such as recruitment evenings
- Participate in meetings within the agreed 1265-time budget at a level commensurate with the post.
- Any other reasonable duties as directed by Head teacher at a level commensurate with the post.

General

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.