



HEAD OF HOUSE CANDIDATE PACK

(GRADE 7)



Sidney Stringer
Multi Academy Trust



Dear Candidate

Welcome to Ernesford Grange Community Academy and thank you for showing an interest in joining our team. This academy is a thriving 11-18 school, with fantastic facilities and a happy, committed team of colleagues whose sole aim is to bring the very best out of our students and enjoying their work along the way.

We are part of the Sidney Stringer Academy Multi Academy Trust, which consists of five schools; Sidney Stringer Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Radford Primary Academy and Sidney Stringer Primary School.

Teaching and Learning is at the heart of everything we do alongside the belief that every child can achieve no matter the barriers. We have a very firm no excuses culture and have the highest expectations of our young people and our staff.

Ernesford is a very collaborative, supportive and inclusive school and it is our wonderful staff who drive the culture of belief in the young people and what they can achieve.

Developing our staff to be the best they can be in whatever field they choose is incredibly important and a variety of bespoke CPD opportunities is a key component of our continued improvement in high quality teaching and learning as we invest heavily in this aspect of school life. This year we are launching a new, vastly improved CPD package offering a variety of pathways alongside investment in NPQs, Masters accreditations and other external professional development opportunities. When you join the Ernesford team our mission is to keep challenging you to become even better than you ever imagined you could be!

Denise Burrows
Head Teacher
Ernesford Grange Community Academy

Our Vision, Mission and Values

OUR VISION

Excellence for All

OUR MISSION

To work together to inspire a learning culture of high expectations with no excuses, where every member of our school community can be proud to belong to Ernesford Grange Community Academy and all students will achieve outcomes which will enable them to succeed in modern society.

OUR CORE VALUES

Respect . Determination . Kindness

Why work at Ernesford Grange Community Academy?

Why should you commit your future to the children of Ernesford Grange Community Academy?

I asked some of our Ernesford colleagues what it was that made them love working here quite so much and this is just a snippet of what they said:

- We are a genuine family where the staff care just as much about each other as they do about our wonderful students.
- SLT actually trust staff to work and do not micro manage everything.
- It feels like the responsibilities during the tough times and decisions are shared to make it a little easier on everyone.
- We have a dedicated Director of Staff Well-Being who genuinely wants to make sure we are all happy and enjoying our time at school.
- SLT listen to you and actually take on board suggestions on how to keep improving.
- We care about others. Really care. Not the care that you do because you have to, or because you feel obliged to.
- Engaging and challenging schemes of work in place which eases workload as they require differentiating according to group need rather than re-creating. These are reviewed constantly so if we need to think of something new we share the workload as a team.

Head of House

The House system is at the heart of our school with the Head of House playing an integral role in the pastoral care and development of our students. There are five houses (Alvis, Daimler, Humber, Jaguar and Triumph) that celebrate Coventry's rich automotive industry. Each House consists of a non-teaching Head of House, a House Assistant and a member of the Senior Leadership Team. We utilise the school's core values of Respect, Determination and Kindness to underpin all that we do and the Head of House is expected to embody these values. The position requires a compassionate and organised leader that can skillfully navigate internal and external stakeholders to promote "Excellence for All".

The successful applicant will be proactive in their approach, be able to analyse data and make timely interventions to support academic and behavioural excellence. Additionally, the candidate will be responsible for fostering a sense of belonging within the House system, promoting positive behaviours and developing the existing rewards system towards these goals. Ernesford Grange serves a diverse community of needs and you will be joining a team that is highly valued within the school and is also supportive of one another.

We are committed as a school to developing our staff and ensuring that they have up to date and relevant Professional Development opportunities. If you are passionate about supporting young people to excel beyond their aspirations in a warm environment with high expectations, then please get in touch.



Job Description

Head of House

Responsible to: Assistant Headteacher
Scale: Grade 7
Hours: 37 hours per week plus 5 days — 195

Ernesford Grange Community Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

JOB PURPOSE

To make a major contribution to the strategic priorities of the Academy through:

- The leadership and management of House staff team.
- The maintenance and development of effective Home School liaison.
- Leading the House so as to enable personal excellence to be developed by all pupils and to ensure that a sense of pride is developed in students as members of the House and of the school.

KEY TASKS AND RESPONSIBILITIES

- To effectively line manage the House Head Assistant associated with the House.
- To create a team ethos amongst House Tutors.
- To support and review the work of the Tutors.
- To deliver high quality assemblies for the House.
- To advise Heads of Faculty about issues relating to students within the House.
- To maintain the highest standards at all times.

- To be the first port of call for parents, after the Tutor, in relation to pupil behaviour and barriers to learning.
- To be an exemplary leader in dealings with staff, pupils, parents and outside agencies.

CURRICULUM SUPPORT

- To liaise with subject and faculty leaders regarding pupil achievement.
- To work with the Assistant Headteacher to support the use of Assessment data in order to monitor achievement and target improvement.



Job Description

Continued

STUDENT SUPPORT

- To support students in their learning, and encourage positive attitudes and behaviour in and around school.
 - To assist in the transition arrangements at the beginning and end of the year.
 - To promote high standards of attendance and punctuality, liaising with Tutors, the EWO and the attendance clerk.
 - To encourage and develop parental contacts with Tutors and others as appropriate.
 - To liaise with Learning Mentors and Careers team as necessary for the House team.
 - To liaise with outside agencies, including Social Care, Youth Services, Police and Child Protection agencies.
 - To attend case conferences and planning meetings if required, and to provide reports and information for these.
 - To be responsible for the preparation of internal and external reports and appropriate administration to support recording procedures.
 - To liaise with individual teachers, departments and faculties in relation to behaviour and learning of individuals and groups of pupils.
 - To co-ordinate and lead charity and community work of the House.
 - To take a lead in managing behaviour of the House group by taking detentions, including late detentions and to contribute to the whole school detention system.
 - To develop the role of the House Council and ensure that students in the house have a voice.
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- To be on-call and be available for pupils in the House throughout the day.
 - To attend Open Evening, Transition evening and Progress evenings.
 - To attend regular solution circle/team around the child meetings.
 - To be part of the whole school removals system.
 - To participate in the management of the lunchtime arrangements supporting high standards of behaviour.
 - To ensure that positive achievements are recognised and celebrated both within the Academy and in the local press.
 - To work positively as part of the support staff team.
 - To participate in Performance Management Reviews.
 - To undertake any other duties that may be reasonably deemed part of the role.

Person Specification

EXPERIENCE

- Further or Higher Education in a relevant area.
- Responsible for own personal development.
- Previous experience of working in a similar role in an educational setting.

QUALITIES, SKILLS, KNOWLEDGE AND ABILITIES

- Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses.
- The ability to understand a child's educational and pastoral needs.
- Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening.
- Excellent verbal and written communication skills.
- Excellent time management and organisation skills.
- High expectations of self and a desire to maintain professional standards.
- The ability to work as both part of a team and independently.
- The ability to maintain successful working relationships with colleagues.
- High levels of drive, energy and integrity.
- A commitment to equal opportunities.
- A commitment to supporting others.
- An excellent understanding of confidentiality.
- A warm, engaging and transparent personality.
- Committed to promoting high quality and consistent practices.
- Dedicated to their professional development and achieving desired qualifications.
- Able to plan and take control of situations.
- Committed to contributing to the wider school and its community.
- Capable of handling a demanding workload and successfully prioritising work.
- Professionally assertive and clear thinking.
- A good team player, with the ability to also work using their own initiative.
- Willing to go the extra mile.
- Able to quickly adapt to changes.



The benefits to being a colleague within Sidney Stringer Multi Academy Trust

- 100% attendance - 1 day off following year
- Occupational health and counselling support
- Cycle Scheme
- Free Flu jabs
- Long service awards
- Free access before and after school to fully equipped gym
- Potential to work across more than one school / phase if appropriate





How to Apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

FUTHER INFORMATION

If you would like further information or to discuss the post in more detail then please contact:

Alister Beasant - Deputy Headteacher
abeasant@egacademy.org.uk

For further details, an application form, and to apply, please visit our Website:

www.sidneystringertrust.org.uk

Please return completed application forms to the recruitment team at

recruitment@egacademy.org.uk

[No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: midday on Monday 15th July 2024

Interview date: TBC

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.

OUR VISION

Excellence for all

OUR CORE VALUES



RESPECT



DETERMINATION



KINDNESS