

**MATRIX ACADEMY TRUST**  
**Job Description – Head of House**

Reports to:	Deputy Headteacher
Main Purpose:	<p>(in addition to that expected of the classroom teacher)</p> <ul style="list-style-type: none"> <li>• Proactively implementing any process, policy, system or activity that promotes raising the standards of Teaching &amp; Learning and works towards improving achievement.</li> <li>• Provide information and advise Headteacher, Deputy Headteacher, Assistant Headteachers, Governors and other Agencies through reports and meetings as required</li> <li>• Manage improvements of attendance and punctuality through liaison with attendance team and instigate Rewards System for the House Groups – evaluate and develop as appropriate</li> <li>• Manage and advise development of purposeful and appropriate activities to contribute to the whole school improvement</li> <li>• Assemblies</li> <li>• Ensure that Health and Safety Policy and procedures are adhered to accordingly</li> <li>• To manage House PA</li> </ul>
School Leadership	<ul style="list-style-type: none"> <li>• To contribute to the well-being and development of the school including pupil progress and achievement, the supervision of pupils, the guidance of teachers, in consultation with the Deputy Headteacher and other senior colleagues as appropriate.</li> <li>• To contribute to school improvement beyond specific pastoral responsibility.</li> <li>• Deliver CPD sessions to staff.</li> <li>• To take responsibility for a whole school initiative (to be agreed)</li> </ul>
Pastoral Team Leadership	<ul style="list-style-type: none"> <li>• Pastoral Leadership of House Form Tutors in accordance with school policy:</li> <li>• Contribute to the evaluation and development of the pastoral process (Pastoral Handbook)</li> <li>• Manage, guide, induct Assistant Head of House and Form Tutors as appropriate (to include advice on professional development)</li> <li>• Oversee the work of Form Tutors on a day to day basis, e.g. registers, reports, pupil planners, spiritual and moral guidance.</li> <li>• Record keeping of individual pupils and monitor and evaluate as required</li> <li>• Oversee and develop specific requirements/projects that are applicable to identified House Groups, e.g. Pupil Progress Files, House competitions, mentoring, praise database, participation database, School Councils</li> <li>• Promote and ensure that Form Tutors implement the school's Behaviour and Rewards Policy and take responsibility for the standards within the tutor group</li> <li>• Promote and uphold ethos of the House and School Prefect system through assemblies, expectations and standards</li> <li>• Oversee Form Tutors in their role as Academic Mentors</li> </ul>

	<ul style="list-style-type: none"> <li>• Track the progress of individual pupils who may be showing signs of disaffection, being Gifted and Talented or underachieving through data sheets, monitoring data etc.</li> <li>• Manage and chair House briefings</li> <li>• Supply draft references for a Form Tutor as required by the Headteacher</li> <li>• Assist in monitoring the delivery of the PSHE programme</li> <li>• Organise and co-ordinate House events i.e. Sports Day, House competitions, special House assemblies by encouraging participation</li> <li>• To manage bullying/racist log/incident logs</li> <li>• Contribute to a programme of assemblies on current topics</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>• Use data to raise pupil achievement</li> <li>• Collate relevant pastoral and academic information in order to develop the pupil target setting for pupils e.g. PSP and IBP</li> <li>• Liaise regarding placement of pupils in appropriate form groups</li> <li>• Liaise with outside agencies, completing all relevant paperwork</li> <li>• Support and manage the school's Behaviour and Rewards Structure through accurate record keeping, establishing Home/School Contacts and oversee appropriate actions as required, e.g. detentions/IBP/PSP Agreements/reviews</li> <li>• Support the school's Reporting Procedure</li> <li>• Write pupil references as required</li> <li>• Advise Headteacher, Deputy Headteacher and Assistant Headteacher on all pupil matters as appropriate</li> <li>• To interview and appoint Prefects and plan and lead the induction programme and allocate Prefects to various duties</li> <li>• Monitor attendance and punctuality and actively promote high levels of attendance in accordance with attendance policy, contribute to attendance panel meetings</li> <li>• To support pupil inclusion e.g. mentoring</li> <li>• Liaise closely with SENCO, IEP, IBP Reviews and Career Advisor</li> <li>• To lead anti-bullying and school council</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Effective communications with parents in accordance with school procedures on achievement, improvement or concerns relating to individual pupils within the House Group</li> <li>• Receipt of information and dissemination where necessary</li> <li>• Phone calls/meetings with parents as required</li> <li>• Contribute to raising standards at Middle Leader Level</li> <li>• Attend Progress Evenings and other relevant meetings</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• Adhere to the Teacher Standards</li> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• To encourage pupils to follow this example.</li> <li>• To actively support school policies.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Any other duties as directed by the Headteacher</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

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**Person Specification – Head of House**

<b>Factors</b>	<b>Essential or desirable</b>	<b>Measured by A – application S - selection metho I - interview</b>
<b>Qualifications</b>		
Qualified Teacher Status	E	A
Relevant degree in subject area or related area	E	A
Further professional development in pastoral care	D	A
Ability to teach ages 11-16	E	A/I
Ability to teach Post 16 (for schools with Sixth Form)	D	A/I
Relevant NPQ e.g. NPQLBC	D	A
<b>Leadership</b>		
Take a proactive role in supporting the leadership team in driving whole school priorities and improvement actions.	E	A/S/I
Ability to plan for effective implementation of changes which will secure stronger pupil outcomes.	E	A/S/I
Be accountable for their areas of responsibility.	E	A/S/I
Ability to lead and manage their team so everyone performs to their best, taking decisive action when underperformance dips.	E	A/S/I
Develop their team so that they are always 'growing the next layer'.	E	A/S/I
Collaborate with leaders from across their school and other trust schools.	E	A/S/I
Membership of relevant organisations related to pastoral matters, e.g. mental health, safeguarding, behaviour organisations	D	A
<b>Abilities</b>		
Ability to form strong relationships with pupils and parents and carers without undermining the authority of their role and the school.	E	A/S
Knowledge of what action to take to remedy negative behaviour and when to act decisively.	E	A/S/I
Ability to communicate effectively with parents and carers.	E	
Ability to create a learning environment that allows pupils to focus on learning.	E	A/S
Ability to clearly instruct pupils, checking prior knowledge, imparting new knowledge and thoroughly checking they have 'got it' before moving on.	E	A/S
Has up to date subject knowledge.	E	A/S/I
Has to date subject pedagogical knowledge (how to teach their subject).	E	A/S/I
Ability to identify misconceptions, unpick them and then teach pupils so they have a better understanding.	E	A/S
Can motivate pupils by having them maintain a high success rate.	E	A/S
Ability to assess pupils accurately, use this information to adapt their planning and guide pupils to improve their understanding.	E	A/S/I

Ability to reflect on their teaching and precisely identify how they can make their teaching even better.	E	I
Know the legal requirements, policies and guidance on safeguarding.	E	I
A track record of strong pupil outcomes.	E	A
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent communication, planning, organisational, listening and time management skills.	E	A/S/I
Commitment to regular and on-going professional development and training to establish effective classroom practice.	E	A/I
Collaborate with practitioners from their school – and beyond – to design and implement an ambitious, well sequenced and well resourced curriculum.	E	A/I
Work effectively alone and as a part of a team.	E	A/I
Develop positive relationships and act as a role model to staff and students.	E	A/S/I
Resilience, motivation and commitment to driving up standards of achievement.	E	A/S/I
Uphold all teacher standards, including abiding by relevant legislation and following policies and procedures of the school/trust.	E	A/S/I