

Nova Hreod Academy

Job Description

Post Title:	HOUSE MANAGER
Purpose:	<p>To contribute to the administration and smooth running of the Nova Behaviour system under the direction of the Assistant Principal – Student Support</p> <p>To meet the needs of identified scholars/groups of scholars contributing to more effective learning through improved behaviour, attendance and wellbeing under the direction of the Assistant Principal – Student Support and working alongside the Pastoral team.</p> <p>There is a confidentiality component to this role and the post holder needs to hold the trust and confidence of both scholars and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.</p>
Reporting to:	Assistant Principal – Student Support
Liaising with:	Assistant Principal: Student Support, House Managers, Student Welfare lead, Heads of House, Tutors, Teachers, support staff, parents.

MAIN (CORE) DUTIES	
Managing Behaviour	<ol style="list-style-type: none"> 1. Support the effective delivery of Nova's Behaviour System 2. Support the registration and behaviour of scholars in the Reflection Room and detentions. 3. Contact parents/carers when a scholar needs additional support to access support and make appropriate decisions. 4. Contact parents/carers when scholars have failed to attend detention or complete their time in the Reflection Room. 5. Meet with parents when a scholar returns from a 1-day FTE or need placing into the Reflection Room. 6. Monitor scholars on our online behaviour system to identify those receiving multiple detentions or behavioural sanctions. 7. Provide agreed support and intervention when behaviour is poor. 8. Update the behaviour system data daily and implement appropriate interventions in discussion with the Assistant Principal -Head of the Hub / Vice Principal - Culture 9. Support Reintegration Meetings when scholars return from Fixed Term Exclusions as and when required

	<ol style="list-style-type: none"> 10. Lead restorative conversations between scholars and teachers where a child has been sent to Reflection 11. Provide roaming pastoral support on a scheduled basis
Supporting, challenging and mentoring identified scholars.	<ol style="list-style-type: none"> 1. Participate in the comprehensive assessment of scholars to determine those in need of particular help and support. 2. Work as part of the Hub Team to work with, guide and challenge identified scholars. 3. Work with scholars on an individual and group basis to contribute to more effective learning through improved behaviour and attendance. 4. Develop one to one mentoring arrangements with scholars and provide support for distressed scholars. 5. Provide information and advice to enable scholars to make choices about their own learning / behaviour / attendance. 6. Challenge and motivate scholars, promoting and reinforcing self-esteem. 7. Provide feedback to scholars in relation to progress, achievement, behaviour and attendance
Early Help and Safeguarding	<ol style="list-style-type: none"> 1. Under the direction of the Assistant Principal – Student Support, audit existing support provided for targeted scholars/groups and communicate with appropriate agencies and services to facilitate the sharing of information between all agencies concerned and implementation of further support where appropriate. 2. Participate in training in order to keep up to date with possible sources of support and strategies for working with scholars 3. Comply and assist with policies and procedures relating to Safeguarding and Child Protection, reporting concerns on CPOMS and ensuring disclosures are reported to the DSL or another designated person 4. Complete Early Help Records, coordinate, and chair TAC meetings. You will also take on the Lead Professional Role where appropriate 5. Participate in the implementation of Early Help and attend TACs, TAFs, Child in Need Meetings, and LAC Reviews as and when required.
Exclusions	<ol style="list-style-type: none"> 1. Work with the Assistant Principal – Student Support to reduce exclusions by providing proactive support to scholars who are in danger of not completing reflection successfully 2. Provide follow up support and check in on lessons for scholars who have received more than one referral 3. Contribute evidence for statements where scholars have been excluded
Attendance	<ol style="list-style-type: none"> 1. Establish constructive relationships with parents and carers including the exchanging of information and facilitating their support for their child's attendance. 2. Assist in the development, implementation and monitoring of systems relating to attendance and integration. 3. Provide appropriate administration and support such as phones calls; dealing with correspondence and the compilation of data / information on attendance and exclusions. 4. Monitor scholars in attendance monitoring groups on a daily basis challenging and following all incidents of non-attendance at school.

Transition	<ol style="list-style-type: none"> 1. Work with the Assistant Principal – Student Support to support the speedy and effective transfer of scholars from KS2 to KS3 (or in-year) with: low attendance; a history of challenging behaviour or who are on a CP Plan 2. Liaise with feeder schools and other relevant bodies to gather student information and compile necessary reports – as agreed with the Assistant Principal Student Support.
Other specific duties	
<ul style="list-style-type: none"> • To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and scholars to follow this example. • To promote actively the Academy’s policies. • To continue personal professional development. • To comply with the Academy’s Health and Safety Policy and undertake risk assessments as appropriate. • To comply with the Academy’s procedures concerning safeguarding and to ensure that training is accessed. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to scholars.</p>	
<p>This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the Academies and their implications.</p>	