

JOB DESCRIPTION – HOUSE MANAGER
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Name:

POST GRADE/SALARY: Grade 6

1.0 JOB TITLE AND PURPOSE: HOUSE MANAGER

Through the management and co-ordination of personalised support and mentoring programmes, ensure that the pastoral needs of pupils are effectively met, raising their aspirations, self-esteem and motivation levels so they can achieve their academic potential.

2.0 WORKING HOURS

37 hours per week.

Staff are expected to make up 37 hours per week by completing professional duties outside of the academy day including attending meetings as below:

- Whole academy staff meetings
- House Team Meetings
- Parents Evenings
- Open Evenings

3.0 LINE MANAGEMENT:

Responsible to: Assistant Principal

4.0 DUTIES AND RESPONSIBILITIES:

PART ONE: HOUSE MANAGER

4.1 Wider professional responsibilities

- To make a positive contribution to the wider life and ethos of the school.
- To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- To deliver House assemblies.

4.2 Support to Pupils

- Act as an academic mentor for highlighted students within their House.
- Motivate students and encourage participation in House events.
- Support the tracking of student's attainment and achievement and offer intervention support to maximise student outcomes.
- To meet students following referrals related to behaviour, bullying, student concerns or other incidents and to carry out appropriate follow up actions.
- To carry out student interviews and questionnaires, under the guidance of SLT, as part of the Academy Self Evaluation process.

4.3 Support Organisational Management

- Organise and distribute tutor activities.
- Actively promote and monitor the productive use of tutor time, with particular emphasis on:
 - Recording and completing homework.
 - Planner signing.
 - Uniform and equipment checks.
 - Punctuality.

- Work closely with KS Manager to arrange academic mentoring for highlighted students in their House.
- Use a range of support strategies involving staff and parents/guardians, in order to deal effectively with day-to-day academic, behaviour and social issues that arise.
- To provide support for KS Managers and/or SLT regarding the organisation of academy events which are relevant to students within their House (e.g. TR Day, Bus and En workshops etc).
- Work closely with KS Managers regarding multi-agency work and child protection issues.
- Provide support for Subject Manager regarding the completion of detentions.
- Provide opportunities for peer support groups to develop.
- Organise House competitions.
- To be available to support form tutors within the House.
- To make organisational arrangements for the admission and induction of new students.
- Keep detailed records on individual students.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

5.0 A House Manager is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

- A House Manager upholds public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
 - having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
 - showing tolerance of and respect for the rights of others.
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- A House Manager must have proper and professional regard for the ethos, policies and practices of the academy in which they teach, and maintain high standards in their own attendance and punctuality.
- A House Manager must have an understanding of, and always act within, statutory frameworks.

PART THREE: PASTORAL GUIDANCE

6.0 It is the duty of House Managers to promote general progress and well-being of individual students and of any group of students assigned to them.

- To provide guidance and advice to students on educational and social matters and on their further education and future carers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- To make records and reports on the personal and social needs of students.
- To communicate and consult with the parents of students.
- To communicate and co-operate with persons or bodies outside the academy.
- To participate in meetings arranged for any of the purposes described above.
- To lead and attend assemblies, to register the attendance of students and to supervise students.

PART FOUR: OTHER

7.0 Appraisal

- To participate in arrangements agreed at the United Endeavour Trust for the appraisal of your performance and the development identified.

7.1 Policies

- To understand and comply with all Trust policies.
- To take all reasonable steps to ensure that Health & safety requirements are observed, both on the academy site and elsewhere.

8.1 General Duties

- All House Managers will undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of their job.

Signed _____ Post holder

Chief Executive Officer

_____ Date