



Roles and Responsibilities

Post title: Head of House

Purpose of the Post: To lead the strategic management and co-ordination of all aspects of provision or the wider development of students at Driffield School. Heads of House operate within a framework characterised by a core belief that every student can achieve high standards; effective systems that enable expectations are met; every student working towards specific targets; using assessment, diagnosis and data to maximize the progress of students; regular review of resources to achieve high standards; support and conditions for learning for every student that helps them overcome barriers to learning; a clear awareness of appropriate benchmarks, pockets of underperformance and priorities for improvement and intervention; and a strong commitment to improving the school system as a whole.

Reporting to: Appropriate member of SLT

Responsible for: The provision of a support programme (including effective tutor time activities) for all students within the House, ensuring full inclusion and maximum student development. Supported by SLT House link.

Area of Responsibility	Principle Accountabilities
1. Operational and Strategic Planning	<ul style="list-style-type: none"> • To specifically lead the work of the tutor team (working in collaboration with curriculum staff and data provided) to enable effective oversight of student progress, identification of underachievement at the earliest stage and ensure effective intervention. • To lead the work of the whole house team, including the House tutors and tutors. • To establish a clear, shared understanding of the importance and role of the House in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life, and the "citizenship" agenda including multi-cultural awareness. • To be accountable for student development within the House. • Working with the appropriate member of SLT and wider House Team contribute to the writing of the Inclusion Improvement Plan, reviewing and evaluating as appropriate. • As part of the overall Inclusion Strategy work in collaboration with the wider Student Services to ensure appropriate and effective provision is in place for students in the identified vulnerable groups. • To monitor the work of the tutors within the house to ensure practice is consistent and effective. This will include development, promotion, organisation and monitoring of tutor time activities. • To lead House meetings, including publishing the

	<p>agenda and circulating the minutes to identified staff within one week.</p> <ul style="list-style-type: none"> • To organize and lead specific events in collaboration with relevant colleagues, (e.g. House Spiers Bank Visits, Celebration Evenings)
2. Teaching and Learning	<ul style="list-style-type: none"> • To lead a particular aspect of the school wide programme (e.g. events week). • To establish effective systems for the quality control of tutor comments on whole school reports. • Within the whole-school framework to intervene early once underachievement has been identified. A particular focus should be given to the identified 'vulnerable groups'. • Within the context of monitoring and evaluation framework, evaluate the work of the House, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality. • To use appropriate methods of communication, including annual reports and reviews; to build up relationships with parents that allow the further development of their children. • Where appropriate, build links with the wider community in order to extend the work of the House, enhance teaching and to develop pupils' wider understanding.
3. Management of physical and human resources	<ul style="list-style-type: none"> • To foster effective links between the home and the school, maintaining regular contact with relevant parents and meeting with parents of the students giving cause for concern. • To monitor and develop displays within social areas. • To support the student leadership of the House Student Council. • To lead, encourage and promote student involvement in the Ambassador and Anti-bullying mentor scheme. • To organise and sustain a programme of enhancement and enrichment activities, co-ordination of house events, inter-group competitions, charity events etc. • Oversight of the management of physical resources • To establish clear expectations and constructive working relationships among staff involved with the House, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
4. Appraisal, Professional development and Quality Assurance	<ul style="list-style-type: none"> • To ensure that staff development needs are identified and that appropriate support is provided to meet such needs. • To participate in arrangements for the appraisal of performance and that of other teachers in the context of the school Appraisal policy. • To establish common standards of practice within the House.
5. Other Professional Duties	<ul style="list-style-type: none"> • To co-ordinate and lead arrangements for house assemblies. • To liaise with Information Services to ensure student

	<p>records are up-to-date and maintained and contain relevant documentation wherever possible.</p> <ul style="list-style-type: none"> • To be involved in the organisation of Pastoral Parents' Evenings, including distribution of documentation for staff, parents and students. • To support the schools policy for rewards and sanctions including being the major point of positive and negative referrals following intervention between the house tutor and form tutors. • In the context of school policies and the Student Services Team, work with staff in promoting wanted behaviour; follow up referrals by staff regarding both wanted and unwanted behaviour; liaise with other staff and SLT regarding student behaviour. • To monitor and promote improved attendance and punctuality. To liaise with the Attendance Team as appropriate. • To undertake the Roles and Responsibilities of a Teacher and Tutor • To perform such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including carrying out additional tasks as required.
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This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of The Education Alliance appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

Driffield School and Sixth Form is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.

Signed _____

Name: _____

Date: _____