

THE EDUCATION ALLIANCE

Job Description:	Head of House
Pay Scale:	Point 21
Responsible to:	Assistant Headteacher
Hours of work:	37 hours per week 8.30am – 4.30pm Term Time only plus 6 days

Main Purpose of Post:

In collaboration with House Leaders and Form Tutors and under the direction of the Assistant Headteacher, provide support and intervention strategies in order to meet the pastoral needs of students at South Hunsley School. To act as a pastoral support worker for around 300 students.

Main Tasks

- To develop good working relationships with parents and carers providing the first point of contact regarding concerns and queries which often require excellent listening skills, diplomacy, tact and an ability to resolve conflict.
- Ensure effective, timely communication with parents and members of school staff by the use of letters, telephone calls, and emails etc. To arrange and attend meetings with parents/carers where appropriate.
- Interview students following referrals related to school work, behaviour, bullying, student concerns, crisis or other incidents. To use knowledge and experience to recommend appropriate actions to senior staff. To resolve conflict situations between students, including travelling to and from school and on the school buses. To have the skills to diffuse incidents of verbal and appropriately manage physical aggression from students.
- Liaise with a range of specialist external agencies. This will also involve attending, chairing and minuting case conferences at Multi-Agency meetings when appropriate.
- Ensure that School Safeguarding Policies are followed and liaise with the school Safeguarding links ensuring that safeguarding procedures are accurate and updated. To work closely with police, social services, families and other external agencies in a professional manner.
- Liaise with a variety of staff including the House Leaders and Inclusion Team. To prepare and review Individual Behaviour Plans, Pastoral Support Plans and contribute to Individual Education Plans.
- To prioritise workload and be responsive to demands from staff, parents, students and other agencies.
- Supervise student social areas at break times and lunchtimes and being available to students at these times.
- Provide cover in the "Unit" where applicable and detention duty on a rota basis.

- Monitor attendance and punctuality and taking positive steps to improve attendance and punctuality working closely with the Educational Welfare Officer. This may include “duty supervision” at the gates before and after school.
- Maintain student folders and organise administration related to pastoral procedures. Ensure student records are up-to-date and that they contain relevant documentation wherever possible to ensure the SIMS student information module is regularly updated for student amendments.
- Distribute, maintain and monitor student referral forms.
- Organise and collate work for excluded/sick/absent students where appropriate.
- Organise and implement the personalisation of specific student timetables. This will range from short term mobility issues to longer term arrangements where students are unable to follow a full timetable.
- Cover the absence of other pastoral staff and form tutors where appropriate.
- Support the organisation of Parents’ Evenings/Open Evenings. This will involve meeting with parents/carers and responding to their enquiries.
- Support the organisation of student reports.
- Promote school visits.
- Use attainment data with tutors/students/parents etc to create targets/target groups.
- Liaise with House Leaders, teaching leaders and the Senior Leadership Team to assist with strategies to raise attainment.

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.

The post holder will be expected to work within the schools’ policies and procedures.

General

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 Executive Principal 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.

The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____