



POST:	Head of House
GRADE Single Status:	Scale I scp28-31
HOURS OF WORK:	37 hrs per week, term time + plus 5 training days
REPORTS TO:	Senior Leadership Team

JOB PURPOSE

- To lead on the school's behaviour and pastoral management across all year groups within your allocated house.
- To lead on safeguarding and Child Protection matters within the school
- To provide guidance and advice to Teaching Staff/Support Staff/Senior Leadership Team regarding pastoral issues and intervention strategies.
- To lead case conferences at social services, providing detailed facts, and several other agencies.
- To support quality assurance including data management/analysing data for individual sub groups tracking, intervention and effort monitoring.

MAIN TASKS/ DUTIES AND RESPONSIBILITIES

- Lead Tutor meetings
- Take a lead role working with the attendance officer to identify attendance issues within your house.
- Responsibility for all pastoral issues.
- Lead the implementation of the school behaviour policy, monitor students, liaise with parents when required and providing regular detailed accounts of issues and progress.
- Investigate incidents and prepare the necessary reports.
- Monitor and evaluate the performance of targeted students especially inclusion groups (e.g. EAL, SEND, G&T, CLA).
- Implementation of the rewards and consequences programme.
- Support whole student options and curriculum pathways.
- Co-ordinate and lead on charity and community cohesion work.
- Target and provide support to parents of our students, regarding personal issues at home (CAFs).
- Ensure accurate detailed logs/records are maintained on every student within your house of responsibility outlining any contact / issues at home.

- Work alongside the class teacher in lessons.
- Liaise with Parents regarding all issues in connection with your house.
- Preparation and delivery of assemblies.
- Reintegration of students working at home.
- Co-ordinate work for students on prolonged absence.
- Support transition between year groups.
- Undertake home visits when required.
- Monitor and induct admissions.
- Lead the organisation of admissions.
- Co-ordinate internal and external agency support.
- Support the delivery of citizenship and PSHE across the curriculum.
- Co-ordinate internal and external interventions for individuals and groups.

OTHER TASKS

- To provide emotional support.
- Delivering Social skills and mentor identified groups of students.
- Undertake intervention work providing strategies to staff and students.
- Support students and families to engage in learning.
- Provide a positive role model to all students.
- To support strategic use of data relating to your house in order to monitor progress, identify patterns of achievement and identify intervention measures.
- To take a lead role in improving attendance and punctuality.
- Undertake Primary school Liaison visits.
- Take a lead role in behavior management during the examination season.
- Supporting commemoration celebrations for year 11.
- Undertaking reports for your house group for external organisations which include court reports, behaviour panel, CAFCAS (court order), child protection, youth offending reports etc.
- Support with the organisation of year events.
- Attending Parents evening, Options evenings, Raising Achievement evenings etc.
- Support and supervise students during special arranged events.

GENERAL

- From time to time it may be necessary to cover for absent colleagues.
- Ensure compliance with the Data Protection Act and Criminal Records Bureau.
- Willingness to undertake professional development suited to the post.
- Inclusion in the school's performance management system as it is applied for all staff.
- Knowledge of and compliance with relevant school policies and procedures e.g. health and safety policy.
- Any other duties commensurate with the post at the discretion/direction of SLT.

Signed Post Holder Date

Line Manager Date