**JOB DESCRIPTION**

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| **Job Title:**  | Head of House |
| **Department:** | Pastoral |
| **Responsible to:** | Head of Pastoral |
| **Purpose of the job:** | The role of the Head of House (HoH) is crucial in establishing and maintaining a holistic overview of the development, welfare, achievement and attainment of all students in a House. HoHs must support all students to make appropriate personal and academic progress based on an individualised approach. This involves individual guidance, meeting parents, administration and the social and community development of the House. HoHs form a vital part of the Pastoral Team. HoHs need to have a good knowledge of pastoral issues and are expected to keep up to date with child protection regulations, lead on and work in conjunction with the Head of Pastoral and Vice Principal on improving support and practices. Develop and maintain an ethos within the House that sets high expectations for students in all aspects of their work, conduct and behaviour in College and which encourages positive attitudes to College and learning, fostering high academic and personal aspirations among students. |

**PURPOSE OF THE JOB**

**Main Responsibilities**

• Oversee a group of 50 - 75 students, giving them effective support and feedback through individual support and frequent, regular group meetings

• Ensure effective reporting to and communication with parents, guardians and agents in accordance with College Policies and procedures

• Liaise with Heads of Departments and teachers to monitor students who are regularly falling below target grades using information provided by the Academic Administrator

• Liaise with Houseparents at the College’s boarding houses who monitor student welfare and behaviour outside of College hours

• Support and assist students to ensure that they understand, and are actively adhering to College Behaviour and Attendance policies; including the issuing of sanctions, incentives and rewards in consultation with the Head of Pastoral and Vice Principal;

• Provide effective pastoral and academic support, and monitoring of students;

• Liaise effectively, both formally and informally, with Heads of Department and subject teachers to ensure that students achieve effective academic progress (A-level and/or GCSE) and receive appropriate academic guidance;

• Monitor and evaluate each student on a weekly basis, such as registers, reports, homework completion, spiritual and moral guidance, uniform, academic progress, medical;

• Promote and monitor students’ attendance and punctuality;

• Promote and implement the College’s behaviour policy and take responsibility for standards within the House.

**Students**

• Be responsible for actively monitoring the academic, social and personal progress of all students in the House, encouraging high aspirations and achievement so that each student develops his/her ability;

• Ensure the very best standards of discipline and behaviour as a role model for both staff and students to promote positive relationships;

• Systematically monitor and evaluate each student’s attainment and progress in accordance with baseline data and prior attainment;

• Liaise with the Vice Principal, Heads of Department and individual teachers as necessary concerning students’ academic progress (A-level and/or GCSE), and negotiate and co-ordinate strategies to improve their performance and secure progress;

• Evaluate data on attendance and punctuality, and information on students’ personal circumstances to inform decisions and guidance in relation to academic performance;

• Know all students in the House as well as possible and display warmth, openness and personal support;

• Support the college’s Reporting Procedure;

• Write on all full reports from a HoH perspective;

• Be responsible for and proof read all UCAS references and to give advice on UCAS to all students as required in liaison with the careers department;

• Write student references as required;

• Promote and adhere to College policies regarding assessment, homework, sanctions, equipment, appearance and behaviour;

• Track the progress of individual students who may be disaffected or underachieving;

• Keep appropriate records of pastoral issues;

• Promote equality and enable the educational and social inclusion of all students;

• Contribute to the preparation of students for entry to Higher Education in liaison with the other key staff involved in the Higher Education process;

• Encourage and foster activities which develop each student’s interpersonal skills, personal confidence and sense of responsibility;

• Liaise with appropriate individuals within the College and agencies to assure the inclusion of students with ALN;

• Collate relevant pastoral and academic information in order to develop the student target setting and personal profiles for each student for academic mentoring and individual learning plans;

• Implement the student induction programme;

• Advise the Head of Pastoral on all student matters as appropriate.

**Communication**

• Attend relevant Year Group Parents’ Evenings;

• Liaise effectively with Heads of Department, teachers and parents/guardians/agents to ensure that each student’s progress is maintained and that academic concerns are dealt with appropriately;

• Communicate and liaise with parents/guardians/agents (proactively and reactively) on matters concerned with students’ attainment, progress and conduct;

• Ensure that, on a regular basis, students are kept appropriately informed of College events, tutorial requirements and relevant whole-college issues;

• Share, throughout the year with the Head of Pastoral, all appropriate information on each student and on whole-cohort issues;

• Provide leadership, vision and common purpose for students in the House;

• Manage and chair House Meetings;

• Support all House events and encourage student involvement as long as it is not detrimental to academic performance;

**Administration**

• Ensure that student records on the Management Information System are up to date with the latest information on students within the House;

• Organise, manage and monitor the College’s assessment, target-setting, recording and reporting procedures relevant to the House group, in liaison with the Heads of Department, Head of Academics and Vice Principal.

**Others**

• Teach a maximum of 11 hours per week, or provide an alternative non-teaching role, deemed appropriate by the college, for the same number of hours

• Ensure that tutor (PSE) sessions are productive, worthwhile and recognised as such by students; and thereby contribute to students’ development

• Advise students requesting a change of subject or programme in consultation with Senior Staff

• Support programmes for targeted students such as Oxbridge entrance, Medics etc. as appropriate

• Assist the Careers Department, Vice Principal and Principal with regard to UCAS applications

• Support the election of students to the Student Prefect body ensuring students from your House are effectively represented

• Meet regularly with the Head of Pastoral to review progress and discuss issues

• Contribute to the continuing development of the secondary curriculum by developing a comprehensive understanding of the issues relevant to this age group;

• Contribute to the evaluation and development of the pastoral process;

**Health & Safety**

• Comply with all health and safety procedures as required by the college

**Safeguarding Responsibilities**

• Cardiff Sixth Form College is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSL. Your safeguarding responsibilities mean that you will need to:

* Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure.
* Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team.
* Be willing to undertake additional safeguarding training to enhance professional development.

**Person Specification**

• Demonstrates leadership and personal responsibility by motivating, showing drive and determination

• Organising work without supervision, being adaptable and showing good judgement

• Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained

• Developing good working relationships with colleagues, and sharing knowledge and best practice

• The ability to manage difficult situations if they should arise

• Demonstrating individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team

• Communicates clearly by getting the message across effectively, listening carefully and responding to feedback

• Representing CSFC professionally and adhering to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers.

**Terms & Conditions**1 Remuneration: £44,000 per annum

2 Pension: Inclusion in the Cardiff Sixth Form College Pension Plan

3 Working Hours: Monday – Friday, 42.5 hours per week, 08:00 – 17:30

(Occasional evening and Saturday work as necessary to support school events)

4 Holiday entitlement: 50 days (plus bank holidays)

Holidays cannot be taken during term time (some flexibility during study leave) and cannot be taken in the second half of August (must be in college from Weds prior to A-level results until start of term). You will not be required to teach during summer school.

5 Notice period: 1 term

6 Probationary period: 6 months, reviewable at discretion of CSFC