



Newton Abbot College

Imagine what's possible ...

Job Description

Job Title: Head of House

Salary Grade: Scale 4/5

Contract Type: Permanent. Term time. 39 weeks per annum plus the equivalent of 1 additional week

Working Hours: 40 hours per week, 40 weeks per annum. 1600 hours per annum

Responsible to: Student Support Team Leader

Role Description

To support the attendance, well-being and achievement of students by providing high quality pro-active pastoral support for students through liaison with staff, parents, primary schools and outside agencies.

This varied and highly responsible role is dedicated to ensuring students overcome any barriers to learning. The Student Support team deal with a wide variety of issues from friendship problems and bullying to child protection and attendance related issues. The team works with colleagues and students on the emotional, behavioural, social and learning needs of students in order to assist them to maximise their potential.

As a key member of the support team to work collaboratively with colleagues to achieve the College's objectives.

Job Description

- To support College procedures relating to student intervention and vulnerable students
- To support whole College Student Support processes including Attendance, Patrollers, Befrienders/Bullying, Children in Care
- To ensure the sharing of expertise and team-working within the Student Support team
- To monitor the learning and progress of students, liaising with Raising Achievement Leaders/Subject Team Leaders as appropriate
- To liaise with the College Leadership Team, Raising Achievement Leaders, Subject Team Leaders, Tutors, subject teachers, Inclusion staff, Learning Support team and a range of outside agencies to develop support for students
- To take responsibility for the day-to-day management of one of the Newton Abbot College Houses (Head of House) and to manage a team of tutors

- To monitor recording and reporting procedures and the associated documentation as required by the Colleges Behaviour for Learning guidelines
- To undertake the monitoring and evaluation of student tracking and intervention with the Raising Achievement Leaders as per the College Data for Learning system
- To take an important role in and ensure the commitment to the safeguarding and promotion of the welfare of children and young people
- To establish close working relationships with parents/carers
- To contribute to and co-ordinate specialist support where required, including attending Looked After Child reviews, Strategy Meetings and Child In Need plans
- To understand barriers to learning and support learners to overcome these by developing innovative practice and delivering a consistently outstanding service
- To maintain accurate records of all interventions and student information regarding student safeguarding and welfare
- To attend SIM (Student Information Meetings) as required to ensure student needs are being met
- To periodically cover the work of other colleagues within Student Support and assume the management of small projects in order to broaden personal experience
- To plan and deliver House assemblies
- To deliver exceptional pastoral care and support
- To adopt an ethos of positivity through a culture of reward and celebration
- To set high standards of every member of our learning community
- To undertake training to develop the appropriate expertise and skills to support students effectively.

Support team

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

Other Duties

- To follow the College's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies
- To place the safeguarding of all children in the college as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities
- To comply with the College's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake training and personal development as and when identified by Line Manager
- To undertake any other duties as deemed appropriate by the Principal.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Annual Leave

Annual leave will be taken during college holidays.

Signed: Date:
Principal

Signed: Date: