

INDICATIVE Job Description for House Leader

SALARY GRADE: TLR1b

POST TITLE: House Leader (Head of House)

PURPOSE:

- To lead and manage all aspects of pupil care, guidance and development, the five ECM outcomes, safeguarding, securing equal opportunity and tackling discrimination, in one of the College's four houses within one of the College's four 'schools'.
- To be responsible for reviewing and monitoring learners' academic progress and achievement in the house.
- To be a member of the leadership and management team of a 'school', working closely with other key staff including Curriculum Team Leader and Assistant Principal.
- As a senior central leader, to be fully involved in the whole life of the College, taking a full share of responsibility for developing and maintaining the successes and reputation of the College in line with the College's policies and aims.

RESPONSIBLE TO: Assistant Principal

RESPONSIBLE FOR: Assistant House Leader, House tutors, all pupils in the house

LIAISON WITH: All Curriculum Team Leaders, particularly closely with CTL based in the same 'school' and SENCO, Assistant House Leader, House Form Tutors, all other House Leaders and the Head of Pupil Care, Guidance and Development, members of the Leadership Team, teachers, Home College Liaison Officer, Family Support Adviser and other support staff, LA representatives, external agencies, pupils and parents/carers.

Please note that this job description must be read in conjunction with the following:

- The College's policies, particularly in respect of ethos, aims, values, behaviour and learning, and policies relating to staffing.
- The general duties and responsibilities contained in the School Teachers' Pay and Conditions Document (STPCD).
- LA policies relating to the employment of Schoolteachers.
- Other relevant job descriptions, including the Principal, senior leaders, Assistant House Leader, Curriculum and Subject Leaders and role of Form Tutor.

PRINCIPAL RESPONSIBILITIES

1. Leadership and Management

- 1.1. To lead on all aspects of care, support, guidance and personal development, including matters relating to behaviour, presentation, access, participation, outcomes and achievements, of all learners within the 'house'.
- 1.2. To be responsible for leadership and management of a team of 'house' form tutors and Assistant House Leader. Monitoring, assessing and developing the roles of this team and taking an active part in their continuing professional development.
- 1.3. Attending 'house', 'school' and college meetings, and leading on these as required, including meetings with 'house' tutors, other House Leaders and Curriculum Planning Group meetings. Delete
- 1.4. To evaluate the work of staff and pupils in the 'house' and in the 'school' and ensure that both are positively encouraged to develop their potential to the full.
- 1.5. To bring to the attention of the Assistant Principal (i/c 'school'), Curriculum Team Leader/s, other House Leaders and the Head of Pupil Care, Guidance and Development any matters relating to either the functioning of the 'house' and/or the general management of the 'school', college and wider college community.

- 1.6. To keep in good contact with parents/carers of pupils in the 'house' and to make sure that parent/carer queries and concerns are dealt with promptly and details recorded in line with College's policy.
- 1.7. To ensure the efficient implementation of college policies and procedures.
- 1.8. To be responsible for self-evaluation of 'house' provision, outcomes and the effectiveness of leadership and management. To share responsibility for contributing to 'school' and college self-evaluation.
- 1.9. To lead on safeguarding within the 'house', ensuring that all members of the 'house' and 'school' work effectively to safeguard all children at all times.
- 1.10. To complete risk assessments for all 'house' related activities, including annual risk assessments for regular activities.
- 1.11. To keep all records up to date.

2. Learning and Achievement

- 2.1. To maintain an overview of the curriculum as it is experienced by pupils and to advise Curriculum Leaders and Senior Staff of potential areas of difficulties and cross-curricular links.
- 2.2. To organise House and Inter-House activities which develop a sense of community, promote the development of pupil responsibility and encourage pupil participation.
- 2.3. To hold House assemblies and celebrate 'house' and individual successes, coordinating success assemblies as appropriate.
- 2.4. To lead on rewards in 'house' in line with College procedures and principles.

3. Progress and Records

- 3.1. To be responsible for the efficient maintenance of pupil records and to make sure relevant/appropriate information is collected from and passed to other staff.
- 3.2. To prepare reports and references on House members as needed.
- 3.3. Assist in the management of performance review week processes and procedures relevant to all pupils in the house.
- 3.4. To keep the Head of Pupil Care, Guidance and Development, SENCO, Senior Teacher, and other key staff, including members of the senior team and House Leaders, well informed of progress/problems and concerns regarding pupils, particularly those vulnerable and at risk.
- 3.5. Monitor the progress of individuals and groups and co-ordinate support and intervention programmes as appropriate.
- 3.6. To manage pupil records, including progress file and annual year reports, for all learners in the 'house'.
- 3.7. Organisation and management of parents' evenings for learners in the house, working closely with the other House Leaders and Head of Pupil Care, Guidance and Development.
- 3.8. To liaise with parents to ensure they are kept well informed of their child's progress or problems.

4. Participation, Attendance and Behaviour

- 4.1. To monitor attendance, punctuality and participation of all pupils in the House, checking attendance registers on a regular basis and promptly following up truancy and other problems of non-attendance and providing information on school attendance for the EWO, Assistant Principal and other members of the senior team as required.
- 4.2. To ensure correct and consistent procedures for registration of pupils and monitoring of attendance and participation.
- 4.3. Compile and keep reports of pupil behaviour.
- 4.4. Make contact with parents/carers to discuss pupil behaviour.
- 4.5. Liaise with outside agencies.
- 4.6. To lead the management and development of pupil voice in 'house', including coordination and organisation of the 'House Council', in line with college procedures, aims and objectives.
- 4.7. Meet regularly with the House Leader/s and Assistant Principal/s ('School').
- 4.8. To share the supervision of college detentions with other senior and senior central staff.
- 4.9. To share responsibility for 'walking' the 'school' and college and helping to ensure adequate care and supervision.

5. Pupil guidance and support

- 5.1. To lead the team of House tutors, providing information, advice, guidance and support to all learners in the 'house'.
- 5.2. To liaise closely with the Head of Pupil Care, Guidance and Development in the planning and delivery of curriculum year and phase intervention support programmes.
- 5.3. To monitor and evaluate equality of opportunity within the 'house', reporting to Governors, Principal and members of senior leadership team as required.
- 5.4. Take proactive steps to prevent bullying and any other forms of abuse and/or discrimination, and to support victims of bullying and other forms of abuse and discrimination in line with the College Policy.
- 5.5. To know all pupils in the House as well as possible, to monitor their progress and outcomes, providing information, advice, guidance and support as appropriate.
- 5.6. To oversee the PDC programme during tutorial lessons, liaising directly with the College's PDC leader as appropriate.
- 5.7. Regular contact with EWO, Social Services, including attendance at Case Conferences as required, and other external agencies, in conjunction with Senior Teacher, Head of Pupil Care, Guidance and Development, Assistant Principal/s and other members of the senior team.
- 5.8. To liaise with the Head of Pupil Care, Guidance and Development in maintaining good links with partner primary schools, establishing contact with year 6 pupils at the time of secondary school selection and contributing to all key transition activities.
- 5.9. To liaise closely with the Head of Pupil Care, Guidance and Development in the processes for the induction of year 7 pupils and to arrange the correct placement of other new pupils.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

6. Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

SIGNATURES:

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Dated

Signed
(Principal)

Dated