**Tarleton Academy – Job Description**

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| **Post Title: Head of House** | |
| **TARLETON ACADEMY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT** | |
| **Purpose:**   * To raise standards of student attainment and achievement and to monitor and support individual student progress. * To develop and enhance the role of the personal tutor. * To be accountable for leading, managing and developing the House team and ethos * To be accountable for appropriately targeted intervention is in place with those who are not making outstanding progress within the House. * To proactively support our Pupil Premium students so that the gap is closed in progress, attainment, opportunity and well-being in line with their non-PP peers | |
| **Reporting to:** Assistant Headteacher – Progress and Intervention | |
| **Responsible for:** Tutor Team (in line with the role and responsibilities of the personal tutor) | |
| **Liaising with:**  Senior Leadership Team, other Heads of House, Heads of Faculty (Strategic Planning Team), Student Services Team and other relevant staff with cross-school responsibilities (e.g. SEND, literacy, gifted & talented), relevant non-teaching support staff, governors, parents. | |
| **Salary/ Grade:** | Standard Qualified Teacher Scale plus TLR 2.2 as specified in TLR structure  Members of staff who hold Teaching and Learning responsibilities will statutorily undertake the following tasks   * Make an impact on educational progress beyond assigned students * Lead, develop and enhance the teaching practice of others * Be accountable for leading curriculum development/student development across the curriculum |
| **Disclosure level:** Enhanced | |
| **This role is in addition to the role of Classroom Teacher and any other additional roles held.** | |

This is an exciting post which provides a fantastic opportunity for individual leadership development for creative, energetic and visionary professionals. The post holders will be part of a team of intervention leaders, working together to shape the future.

**The post holders will not be individual group tutors.**

Under the line management of the Assistant Headteacher – Progress and Intervention, the Head of House will carry out the following duties:

**MANAGEMENT OF TUTOR SYSTEMS AND STAFF**

* To inspire and direct the work of the tutor team so that its members are fully aware of the duties, tasks and procedures;
* To facilitate regular tutor team briefings/meetings so that operational and strategic matters can be discussed and their implementation planned;
* To get to know, as far as possible, students within the House as individuals so that students are supported, in their participation in the life of the House and their development towards adulthood, in an informed and personal way;
* To help manage the dissemination of information from a variety of sources including pastoral, medical, academic and disciplinary information and to make it available to all those who promote the progress and welfare of the student concerned;
* To facilitate inspirational assemblies and the assembly programme;
* To promote the Tutor Teams involvement in the full life of the school so that students are aware of and can benefit from the variety of opportunities available to them: e.g. Charities, inter-group activities;
* To provide a channel for student opinion so that such opinion can be taken into account (e.g. via students councils, well-being and learning questionnaires);
* To work with other Heads of House to manage Student Voice
* To be a member of the school’s Student Services Team and to attend and contribute to weekly conferences
* To contribute to the Central Detention Programme staffing rota
* To induct new staff/ students into the Tutor Team so that transitions are smooth and efficient;

**SUPPORTING STUDENT LEARNING**

* To become familiar with prior and predictive data of students and to use it to inform the mentoring and target setting process of individuals, particularly through tutors;
* To use this and other available data (e.g. SISRA, SIMs, interims, reports etc.) to identify, suggest and support/lead the implementation and review of strategies for students in need of extra support for their learning;
* To liaise with Heads of Faculty in analysis of student predictive data to ensure that subject staff are setting challenging targets in line with expectations, identifying underachievement and following up where necessary;
* To prioritise Pupil Premium students so that the gap is closed in progress, attainment, opportunity and well-being in line with their non-PP peers
* To meet with students as appropriate to identify barriers to learning and strategies for improving learning;
* To seek feedback from subject staff as required for individual students;
* To facilitate the development of effective working partnerships between students, tutors and subject teachers which address issues of personalised learning;
* To coach/feedback to subject staff where necessary to improve learning;
* To involve and direct tutors in the mentoring process;
* To agree Academic Support Plans (ASP) with identified students and support tutors in monitoring these and amending as appropriate;
* To monitor and execute ASPs with hard to reach students, especially PP students;
* To actively involve parents in learning partnerships at the earliest and all appropriate opportunities, particularly where concerns arise;
* To liaise with the SLT line manager, Head of Learning Support and the Assistant Head of LS and the Student Support Team to ensure that students who require additional intervention are supported by the appropriate teams;
* To support the Attendance Manager in utilising strategies to improve individual attendance
* To quality control tutor reports and lead in developing these further

**TEAM BUILDING & ENRICHMENT**

* To foster a vibrant, inclusive and aspirational Tutor Team ethos and identity including high profile celebrations of rewards and achievements
* To organise an Enrichment programme in conjunction with other Heads of House and to co-ordinate and support the staff involved in its delivery which might include:
  + Year 7/ 11 buddying
  + Year 6 and start of year induction activities
  + Enrichment Activities
  + Inter House/ tutor competitions
  + Charity and social events
  + PSHCE day input (particularly the delivery of CEIAG)
  + Rewards events

**START/ END OF YEAR ARRANGEMENTS**

* As a team the Heads of House will be involved in the planning and delivery of:
* Year 6 induction events
* Leavers Assembly
* Valedictory Dinner
* GCSE Presentation Evening

**CAREERS EDUCATION, INDEPENDENT ADVICE AND GUIDANCE (CEIAG)**

* To contribute to the team leadership of Careers Education, Independent Advice and Guidance (CEIAG) and to lead tutors and PSHCE activities to ensure students are well prepared for life beyond Tarleton Academy including:
* Planning and delivering (as a team) a comprehensive Careers Education programme, particularly through PSHCE Days
* Ensuring all students in the House have an aspirational and realistic plan for Post 16 with an appropriate ‘back up’
* Engaging students with opportunities to develop their understanding of the world of work
* Prioritising Pupil Premium students in these processes
* Utilising tutor time for college and job applications and the preparation of CVs;
* Informing students of procedures;
* Disseminating information about institutions;
* Maintaining staff awareness and contribution to the preparation of tutor references;
* Counselling individuals on choices, including options and post 16

**Other**

* Job holders may be expected to undertake any other duties and tasks as reasonably defined by the SLT of a similar level not specified in this job description.
* This job description may be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.
* It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.
* Elements of this job description and changes to it may be negotiated at the request of either the SLT or the incumbent of the post.

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| Compiled by: SLT | Revision Number: 5 |
| Approved by: Executive Headteacher | Revision Date: Oct 2017 (LGW) |