

## Head of House

**Job Title:** Head of House

**Responsible to:** The Headteacher  
Assistant Headteacher (Student Matters)  
Director of Inclusion  
Assistant Headteacher attached to Kestrel House

This job description will be reviewed annually and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### OVERALL RESPONSIBILITIES

To lead the moral, spiritual, physical and emotional well-being of all students in the House and to develop the conditions and ethos within the House that are conducive to good learning and that uphold the values of the school.

### KEY ACCOUNTABILITIES

#### Pastoral Support

1. To liaise with the Director of Inclusion and to ensure appropriate targeted support is given to students from vulnerable groups
2. To initiate, monitor and evaluate intervention strategies with individuals and targeted groups within the House
3. To ensure effective communication with parents
4. To monitor the attendance of all students within the House and to liaise with parents/external agencies when attendance becomes a cause for concern
5. To oversee the implementation of the school's anti-bullying policy
6. To contribute to Pastoral Support Plans
7. To liaise with Intervention Leaders when student progress becomes a cause for concern
8. To work with the Director of Inclusion to contribute all appropriate information on their students, for the annual update of the school's SEND provision.

#### Behaviour Support

1. To monitor the Praise and Rewards system and ensure the celebration of success and positive achievement within the House
2. To be responsible for and monitor standards of dress, behaviour and organisation of students within the House
3. To apply the Consequences Policy so that effective learning can take place
4. To liaise with parents regarding any specific behavioural areas of concern with their son
5. To manage and co-ordinate behaviour support systems for those students referred by Subject Team Leaders

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### Developing a House Ethos

1. To communicate the values and expectations of the school regularly with tutors and mentors to instil a House ethos
2. To organise appropriate activities to develop a House spirit and ethos
3. To lead, deliver and coordinate House assemblies
4. To encourage student participation and leadership in all areas of House activities
5. To promote the general progress and well-being of individual students and of the House as a whole
6. To encourage full attendance in all lessons and participation in all other aspects of school life
7. To co-ordinate "Peer Support" systems within the House
8. To develop our 'Best' ethos across the House

### Working with Families and Outside Agencies

1. To ensure that families have the support they need whilst their son is at the school and that they have access to support from staff and outside agencies as appropriate
2. To liaise and build up established relationships with outside agencies – named personnel working in health; police; social care and youth, in order to promote the well-being of all students
3. Attend all PSP/ (ISDA) / Early-Help / Child Protection Conferences / PEP Reviews

### Working with Partner Schools, Colleges and Employers

1. To work with the Senior Leadership Team, Director of Inclusion and Transition Coordinator to lead and coordinate the KS2/KS3 transition and transfer programme
2. To work with Assistant Headteachers and colleagues from local schools on partnership activities to support students
3. To work with Assistant Headteachers and colleagues from 16+ providers to ensure a smooth transition at the end of Year 11
4. To work with the Assistant Headteacher: Vocational Learning, the Careers Coordinator and colleagues from 16+ providers to facilitate places on vocational courses where appropriate

### Supporting Student Attainment and Achievement

1. To evaluate the success of intervention strategies in improving achievement and attainment of individual students
2. To work closely with Assistant Headteachers, Subject Team Leaders and teaching staff to plan personalised learning plans where appropriate
3. To liaise with Academic Progress Leaders to track student progress and wellbeing and use information to inform teachers
4. To evaluate and monitor the progress of students and keep up-to-date student records as required
5. To contribute to the Respect Curriculum, Challenge Days, Challenge Week, Discovery Week according to school policy

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### Leading and Managing a House Team

1. To manage and work with a team of tutors and mentors to provide pastoral support for all students within the House
2. To ensure that each student is known well by their tutor/associate tutor and is given the appropriate support
3. To disseminate relevant information to House tutors and associate tutor
4. To lead INSET as appropriate
5. To work with the Respect Curriculum Coordinator to achieve the successful delivery and monitoring of the tutor programme in tutor time
6. To work with the Intervention Leaders and Line Manager on contributing towards Parental Consultation Evenings where appropriate
7. To work with the Primary Transition Coordinator on identified aspects of the school's Year 6 into Year 7 Transition programme

### Communication

1. To keep clear records of all support and intervention given
2. To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, CPOMS, registers, etc.
3. To complete the relevant documentation to assist in the tracking of students
4. To ensure effective communication/consultation with, for example, colleagues, Governors, parents and students
5. Record all telephone conversations /meetings /discussions /concerns/incidents and ensure that these are placed on the relevant student file / SIMS / CPOMS
6. Notify staff of any actions taken via memo/staff bulletin
7. Meet regularly with the Assistant Headteacher link to discuss progress of students/initiatives within the House

### Professional Standards & Development

1. To be a role model to students through personal presentation and professional conduct
2. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety, and that of any other persons who may be affected by their acts or omissions at work
3. To establish effective working relationships with teaching colleagues and associate staff
4. To strive for personal and professional development through active involvement in the school's CPD programme and Personal and Professional Development procedures, where appropriate
8. To be aware of Child Protection and Safeguarding procedures and legislation within the school
9. To contribute to whole school planning activities
10. To keep up to date with pastoral developments and initiatives
11. To contribute to the monitoring and evaluation of the House in line with agreed school procedures, contribute to the completion of relevant sections of the School Improvement Plan pertaining to Student Welfare, Behaviour and Attendance, and coordinate improvements where required

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12. To contribute towards the completion and implementation of the annual Pastoral Team Improvement Plan.
13. To follow all policies and procedures of the school
14. To take part in and contribute to marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools and schools
15. To undertake any reasonable task as directed by the Headteacher / Assistant Headteacher