YATELEY SCHOOL
Job Description:

HEAD OF HOUSE

Purpose:
- To play a full part in the life of the school community, to support its ethos and to ensure staff and students follow this example.
- To promote student achievement in all areas of school life.
- To provide leadership and management for the tutor team and students in Arnold House.
- To contribute to the whole school strategic development of the pastoral system.
- To develop a strong sense of House identity.
- To foster and promote high standards of behaviour and mutual respect among students.
- To confirm and strengthen links between parents, staff, students and, where appropriate, external agencies.

Reporting to: Deputy Head i/c student support
Responsible for: Pastoral care of students in Arnold House and management of tutor team.
Liaising with: Deputy Headteacher, Assistant Heads of House, tutors, support staff and teachers

Areas of responsibilities and key tasks

Operational/Strategic Planning
- To develop a strong sense of House identity and a sense of belonging and shared commitment among the students in the House, in accordance with the aims, rules, and expectations of the school community.
- To encourage and maintain a high standard of disciplined and considerate behaviour by students.
- To work with Form Tutors in dealing with the personal guidance of students, ie their academic progress and social and emotional well being.
- To know students in the House as well as possible and to become accepted as a person to whom they can turn for guidance in addition to Form Tutors.
- To work with the pastoral Deputy Headteacher in identifying as early as possible, students who are at risk of exclusion and to initiate action, including calling meetings of relevant support agencies and drawing up Pastoral Support Programmes and CAFs.
- To liaise with the Parental Support Adviser and the Family Support Worker when necessary.
- To encourage the tutor team to develop a programme of social activities, charity events and trips to develop the cohesion and development of the year group. In Year 11, to liaise with the organiser of the ‘Year 11 Prom’.
- To prepare and hold regular fortnightly morning assemblies for the House Group.
- To attend and support House events, both during and after school.
- To be part of the ‘emergency referral’ rota during lesson time; to be part of the SLT detention rota and lead by example in supervising students outside lessons.
Curriculum Provision and Development
- To encourage students to take a full part in House activities, competitions and posts of responsibility and encourage full participation in the House Councils
- In conjunction with the other Heads of House, organise a meaningful programme of tutorial work and ensure its effective delivery by tutors

Recruitment/Deployment of Staff
- To lead the team of Form Tutors, including organising regular meetings of the team.

Staff Development
- To monitor and be responsible for the work of the Assistant Head of House, including undertaking annual individual progress planning
- To contribute to the performance management of Tutors.

Quality Assurance
- To monitor the work of tutors in the delivery of Pastoral care and the Tutorial programme.

Management of Information
- To assist tutors with the reviewing of students’ progress, including the school’s subject review days
- Contribute to the monitoring of the academic progress of the students in the house, focusing particularly on those at risk of not making sufficient progress across a key stage
- To monitor students’ attendance rates and take appropriate steps to deal with those students whose attendance falls below 90%
- To ensure that a pastoral file is maintained on each student, containing records of academic progress, behaviour and attendance, contacts with parents and any other relevant personal information
- To write references for students when required
- To organise the completion of Progress Reports, Progress Checks, references and other reports as appropriate.

Communications
- To liaise with the careers advisor with regard to careers guidance and other advice
- To liaise with the Learning Support department to ensure that the particular needs of students with special educational needs are met
- To arrange for good communication with parents, ensuring that they are kept appropriately informed
- To make effective and persuasive presentations to audiences various including parents, colleagues and students in arenas such as assemblies and parents’ information evenings
- To discuss with the Deputy Headteacher the written or spoken concerns of parents
- To liaise with other outside agencies as appropriate.
Marketing and Liaison
- To contribute to the school liaison and marketing activities e.g.: the collection of material for press releases
- To establish close links with charities in order to promote students’ understanding of social, cultural and economic diversity
- To promote the school and its interests.

Teaching
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher and obtain results commensurate with those expected of a role model.

Other Specific Duties:
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duties as specified by School Teachers’ Pay and Conditions document.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school 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 shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job commensurate with the grade and job title.