

JOB DESCRIPTION – House Head

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Assistant Head Teacher/Senior Head of House

Responsible for: House Team
Pastoral Support Assistant

Scale: Grade 7

Hours: 37 hours per week plus 5 days – 195

Job Purpose

To make a major contribution to the strategic priorities of the Academy through

- The leadership and management of House staff team
- The maintenance and development of effective Home School liaison
- Leading the House so as to enable personal excellence to be developed by all pupils and to ensure that a sense of pride is developed in students as members of the House and of the school

Key Tasks and Responsibilities

Personnel Management

- To create a team ethos with the Tutors
- To support and monitor the work of the Tutors.
- To deliver high quality and challenging assemblies for the House as necessary
- To advise Heads of Faculty about issues relating to the House.
- To maintain the highest standards at all times
- To be the first port of call for parents, after the Tutor, in relation to pupil behaviour and barriers to learning.
- To be an exemplary leader in dealings with staff, pupils, parents and outside agencies.

Curriculum Support

- To liaise with subject and faculty leaders regarding pupil achievement.
- To work with the Deputy Headteacher to support the use of Assessment data in order to monitor achievement and target improvement.

Student Management

- To support students in their learning, and encourage positive attitudes and behaviour in and around school.
- To assist in the transition arrangements at the beginning and end of the year.
- To promote high standards of attendance and punctuality, liaising with Tutors, the EWO and the attendance clerk.
- To encourage and develop parental contacts with Tutors and others as appropriate.

- To liaise with Learning Mentors and Career Adviser as necessary for the House team
- To liaise with outside agencies, including Social Care, Youth Services, Police and Child Protection agencies.
- To attend case conferences and planning meetings if required, and to provide reports and information for these.
- To be responsible for the preparation of internal and external reports and appropriate administration to support recording procedures.
- To liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of pupils
- To co-ordinate and lead charity and community work of the House.
- To take a lead in managing behaviour of the House group by taking detentions, including late detentions and to contribute to the whole school detention system.
- To develop the role of the House Council and ensure that students in the house have a voice
- To be on-call and be available for pupils in the House throughout the day.
- To have an input into organisation of Parents' information evenings

Other

- To attend weekly Referral and (RAM) Group Meetings
- To be part of the whole school on-call system
- To participate in the management of the lunchtime arrangements supporting high standards of behaviour
- To ensure that positive achievements are recognised and celebrated both within the Academy and in the local press
- To work positively as part of the support staff team.
- To participate in Performance Management Reviews.
- To undertake any other duties that may be reasonably deemed part of the role.

Safeguarding

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be

commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: D Burrows – March 2019

