



HEAD OF HOUSE

THE LENHAM SCHOOL



JOB DESCRIPTION	
Job Title	Head of House
Grade	Leadership scale (L3-L7)
School / Department	Secondary
Base	The Lenham School
Hours	Full Time
Reports to	Deputy Headteachers
Accountable to	Deputy Headteachers

Job Summary

The Lenham School will be divided into five Houses. The Head of House will be responsible for leading their own 'mini-school' of approximately 200 children, within our wider school. The Head of House is an inspirational and dynamic leader with the vision to craft their own House identity. Their House will become their home at TLS. The Head of House is responsible for the welfare, behaviour and progress of all children in their House.

This post would be suitable for an experienced teacher and the ability to teach English, Science, PE, DT or Business would be an advantage.

Key Working Relationships

- **Headteacher**
- **Deputy Headteachers**
- **Classroom Teachers**
- **Lead Teachers**
- **Personal Development Leads**
- **Parents/Carers**
- **Students**
- **External Agencies**

Key Responsibilities

The Postholder will:

- Be a member of the Leadership Group and attend meetings when required.
- Report to a member of the Leadership Group.
- Have oversight of and responsibility for the management of student conduct and student tracking in their House and with a focus on raising achievement.
- Will take responsibility for at least one major school strategy to help lead the House Structure forward.
- Be committed to professional self-development in order to carry out the job successfully including additional training for the role outside of directed time and in preparation for the commencement of the role.
- Support and attend all relevant school events relating to the students in their House as well as those connected to areas of agreed additional responsibility.
- Take responsibility for the selection, training and coordination of student leaders within their House.

- Undertake additional duties if required at the direction of the Headteacher and in line with the expectations of staff on the Leadership spine.

Leadership

- To take overall responsibility for all staff and students in the House and effectively manage the role of Assistant Head of House (AHOH).
- Promote a culture of achievement through valuing and monitoring success and progress through assemblies, reward systems, displays and other innovative methods.
- To take systematic and effective action to support those who are under-achieving, with particular emphasis on students in vulnerable groups including PPG and SEND students.
- Keep the SIMS Comms Log up to date on at least a weekly basis. Give regular feedback on monitoring activities and interventions to the relevant Assistant Head or Deputy Head.

Teaching & Learning

- Review all students' progress towards targets after each formal assessment period, working closely with the Deputy Head.
- Identify students who are underachieving and put in place appropriate and monitored support followed by evaluation of the impact of such interventions. This work is to be done in partnership with the Lead Teachers.
- In partnership with the AHOH, follow up all academic and pastoral issues identified by students, tutors, staff and parents.
- Act as a representative at meetings with external agencies for students in their House and complete associated documentation and follow-up.
- Take a share of supporting other colleagues who from time to time call for senior staff support.

Management

- Oversee the role of the AHOH to ensure the efficient delegation and share of responsibilities.
- Have overall responsibility for the organisation of key events relating to their House – Curriculum Evenings, Charity days, and all other House events and competitions etc. – once they are established.

People & Relationships

- Act as an appraiser in the annual Performance Appraisal Programme when required.
- Regularly visit tutor groups and lead House assemblies, house activities and charity days.
- Assist staff with serious issues of behaviour management for students within their House in line with school policy.
- Engage with parents/carers to discuss issues relating to individual student work and progress, behaviour and pastoral welfare / well-being.
- Develop a working relationship with senior students and prefects appointed to roles in the House.

Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

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PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A good honours degree • Qualified Teacher Status 	Evidence of further study in a related area
Experience	<ul style="list-style-type: none"> • Experience of teaching in a secondary school setting to GCSE level • Experience of successful outcomes at GCSE/Level 2. 	
Knowledge	<ul style="list-style-type: none"> • A good up to date working knowledge and understanding of a range of a pedagogical and behaviour management strategies • An understanding of the range of approaches that can be used for assessment • An understanding of how to personalise provision to meet the learning needs of the full range of students • An awareness of current legal requirements regarding the safeguarding of children 	
Skills	<ul style="list-style-type: none"> • Be able to plan and teach challenging and well-organised lessons • Be able to use a range of teaching strategies and resources • An ability to provide constructive feedback to students on how to improve their attainment • The ability to implement a clear framework for classroom discipline • The desire to work and lead within a team 	
Attributes	<ul style="list-style-type: none"> • High expectations of students and a commitment to ensure they can achieve their full potential • Positive values, attributes and high standards of professional behaviour • Up to date knowledge and understanding of the professional duties of teachers • The ability to communicate effectively with children, young people, colleagues, parents and carers 	

	<ul style="list-style-type: none">• A commitment to improving practice through appropriate professional development• The desire to act upon advice and feedback and be open to coaching and mentoring	
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