

Job description

Job Title	Head of House
School	Ilford County High School
Reports to	Director of Student Development
Salary	LBR 5 12-15 £32,535-£33,987 (pro rata)
Hours	<ul style="list-style-type: none"> • 36 Hours • 39 Weeks per year • Hours TBC (includes a 30-minute unpaid lunch break taken outside for the pupil's lunch hour)
Responsible for	NA
Purpose of job	
To support the school's behaviour strategy as part of the wider Pastoral team.	
Main duties and responsibilities	
<ol style="list-style-type: none"> 1. Support students with behaviour in lessons and around the school 2. Support staff in dealing with challenging behaviour 3. Provide support with the lesson removal system (On Call) and supervise withdrawn students. 4. Provide withdrawn students with support in addressing presenting need. 5. Undertake the supervision of detentions where required 6. Undertake supervision duties during the school day 7. To support the school's work to ensure good attendance and punctuality as required, including supporting with late gate and late detentions 8. Establish positive working relationships with vulnerable students (including those with special educational needs) and their families to support their needs within school 9. Undertake mentoring, restorative meetings and conflict resolution as required. 10. Investigate incidents by taking statements, carrying out searches, interviewing students and making recommendations to the Directors of Student Development and Leadership Group. Make contact with parents/carers/other agencies as required. 11. Support ICHS staff in improving behaviour, attendance and progress by working with designated groups and individuals as required. 12. Support with Reflection Room supervision and other related tasks 13. Support and assist the wider behaviour support team as directed and as required 14. Follow up safeguarding issues in line with school policies and procedures. 15. Establish working routines and maintain records/logs of casework and provide staff with requested information as required 16. Attend meetings within school and externally as required 17. Liaise with parents/carers and external agencies as required 18. Plan and facilitate small group interventions particularly those with a focus on communication and interaction 	

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

All schools and services in Redbridge are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Redbridge are expected to share this commitment.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Head of House	Grade	LBR 5
School	Ilford County High School		
Education and Qualifications: <ul style="list-style-type: none">• A good standard of literacy and numeracy (E)• Training in SIMS or equivalent Information Management Software (E)• willingness to undertake appropriate professional development training (E)• first aid qualification (training will be provided) (E)			
Skills, Knowledge and Abilities: <ul style="list-style-type: none">• high level of organisational skills (E)• ability to form positive relationships with students, staff and parents/carers (E)• possessing skills to communicate with challenging families (E)• possessing competent ICT skills and familiarisation with SIMS/generic Microsoft applications (E)• attention to detail (E)• high level of personal drive and energy (E)• receptive to new ideas and change (E)			
Personal Attributes: <ul style="list-style-type: none">• willing to integrate into a team (E)• excellent interpersonal, communication and social skills (E)• emotional resilience (E)• able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions (E)• a friendly, co-operative approach to parents, pupils and staff (E)• willing to work flexibly in terms of job roles and responsibilities (E)• promotes and gives a positive image of the school (E)			
Other job requirements: <ul style="list-style-type: none">• Enhanced DBS check.• Flexible approach and attitude• Willing to undertake training			