



**MEADOW PARK  
SCHOOL**



**FINHAM PARK**  
MULTI ACADEMY TRUST

## **JOB DESCRIPTION**

**Job Title:** Head of House  
**Salary Level:** TLR 1a  
**School:** Meadow Park School  
**Responsible to:** Assistant Headteacher

### **Job Purpose:**

To lead a section of the school, known as a House, within Meadow Park School reflecting the vision, values and ethos of the school as a whole. This post is both strategic and operational in nature; ensuring the smooth day to day running of the House and future planning.

### **Whole School Role**

1. To work with the Leadership Team in order to provide strategic leadership, clear direction and effective management for the House as a whole;
2. To work with the Leadership Team to ensure the production and delivery of the House ethos, reflecting aims, targets, policies of the whole school;
3. To work with the Leadership Team to maintain a high profile presence and to be accessible to and supportive of students, staff, parents and the wider community, as appropriate.
4. To work with the DSL and Deputy DSLs to support and contribute to an effective safeguarding culture.

### **Learning and Teaching**

1. To monitor and evaluate student progress towards targets to ensure the maximum progression is made by each individual student;
2. To identify vulnerable student groups/individuals and ensure appropriate intervention strategies are implemented;
3. To ensure provision for key groups of students, including SEN provision within the House;
4. To ensure all teachers understand and are actively implementing, the key aspects of the school's behaviour and inclusion policies. In addition, to take responsibility for promoting with other House staff the highest behaviour standards;



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5. To ensure that progress checks, reports and parents' meetings are provided and have a positive impact on student outcomes;
6. To ensure that the appropriate conditions exist for effective learning to take place;
7. To ensure that there is a sufficient range of learning opportunities for all students to make progress;
8. To ensure that innovative learning opportunities are researched and implemented where appropriate;
9. To provide regular feedback for Tutors and teachers through lesson observation which recognises good practice and supports their progress against Performance Management objectives resulting in a tangible impact on student learning;
10. To lead the annual review process to support whole school staff self-evaluation;
11. To liaise with Subject Leaders and classroom teachers to realise the above objectives.

### **Leadership**

1. To establish a House ethos that creates a distinctive identity for the students whilst ensuring a common purpose for whole school development with other House Leaders and the Leadership Team;
2. To provide leadership for the House staff and ensure the effective management of the House staff team. In particular, to ensure that strong lines of communication exist within the House team and to enable appropriate delegation of tasks to the Deputy Head of House;
3. To create and implement a Development Plan which contributes positively to the achievement of the School Strategic Framework and which actively involves the Deputy Heads of House in its design and execution;
4. To liaise effectively with all agencies and the Base in order to support and promote the academic progress and Personal Development and Well Being of all students in the House;
5. To lead the whole school monitoring of Homework Policy;
6. To develop the effective communication with and the engagement of parents/carers of students in the House;
7. To ensure the promotion of Every Child Matters Agenda and appropriate safeguarding for all House members;
8. To provide effective management of the Tutors. In particular, to ensure that strong lines of communication exist within the Tutor team and to enable the appropriate delegation of tasks.
9. To take a lead role in ensuring the Reset and Reflect System in line with the Behaviour Policy works effectively and students attend where necessary.
10. To support reset, reflect and refocus restorative justice approaches in line with the Behaviour Policy to develop students' understanding, responsibility and outcomes.



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11. To develop, contribute to and lead aspects of the House student leadership programme in line with the whole school student leadership programme.
12. To develop, contribute to and lead student voice as part of the whole school student voice programme; share updates with students, staff and parents through a variety of platforms.
13. To develop, contribute to and lead rewards for students in the House and as part of inter-House and whole school initiatives.