



David Ross Education Trust  
Broadening Horizons

## JOB DESCRIPTION

### Job Title:

House Champion

### Location:

Lodge Park Academy

### Job Purpose:

To lead all aspects of student engagement through the vehicle of the House System. To lead the staff and students within their House to support House competitions. To motivate and enthuse students, staff and parents to participate in the House System. To be responsible for improving attendance in the relevant House. To be a model of excellent practice

### Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### Reporting To:

VP – Pastoral

### Salary:

TLR - £3527.00

# KEY RESPONSIBILITIES

## Strategic direction and development of the academy

- ★ To lead the students, staff, parents and community in their House across the academy.
- ★ To support the students, staff and parents in the development of Character Education with the Head of House.

## House Responsibilities

- ★ To actively promote and enhance opportunities for house competitions.
- ★ To monitor the engagement of students in house and student leadership activities.
- ★ To represent the house at all whole school events and competitions
- ★ To oversee, monitor and develop the responsibilities of the House-based student leadership positions
- ★ To work collaboratively with staff, parents and carers to ensure the wellbeing of the students.
- ★ To communicate regularly with tutors and subject teachers regarding upcoming events and deadlines
- ★ To support the praise and reward systems for the house with regular communication to staff and students.
- ★ To prepare and deliver the house assemblies as part of the three-weekly cycle. HoH will usually run the Character and value assemblies although these can be shared.
- ★ To ensure that achievements for each house are visible and up to date around the school including the upkeep of a house display board and postings on Twitter and Instagram

## Attendance

- ★ To ensure that the House staff and students engage fully in the systems and processes which ensure excellent attendance.
- ★ Monitor attendance in your house. Analyse trends.
- ★ Initiate attendance intervention strategies and monitor their impact.
- ★ Work with five students on a half termly basis to encourage improved attendance through daily checks in and nudge texts.
- ★ Monitor punctuality of students in your house
- ★ Help run house competitions.
- ★ Ensure daily 1:1 attendance conversations are happening with tutors and key students.
- ★ Ensure tutors know who their focus students in their tutor group are.
- ★ Ensure Houseopoly board are monitored and cards presented to the tutor groups.
- ★ Ensure updates are posted regularly on social media specific to your house and the House Championship

## General

- ★ To undertake such other duties from time to time as directed by the Executive Principal and/or Head of School in line with the developing needs of the academy and in relation to the School Teachers' Pay and Conditions Document
- ★ To undertake duties in compliance with the School Teachers' Pay and Conditions Document and with academy and DRET policies

## Supporting the School

- ★ Provide consistent and effective support for colleagues in line with the responsibilities of this role
- ★ Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- ★ Recognise own strengths and expertise and use these to advise and support others

## EQUAL OPPORTUNITIES

- ★ The post-holder is required to carry out the duties in accordance with the Trust's Equal Opportunities policy.

## HEALTH AND SAFETY

- ★ The post holder will ensure that the duties of the post are undertaken with due regard to the school's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

## SAFEGUARDING

- ★ To do all that you should to ensure that you safeguard and promote the welfare of students in the Academy.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy 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 time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*