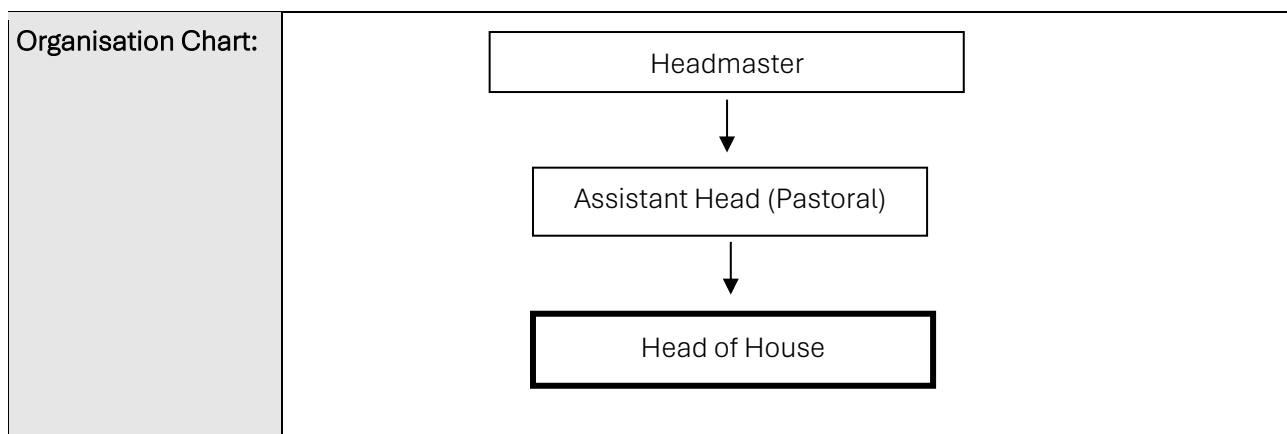


Internal Vacancy: Head of House

Starting 1 September 2026

Reports to:	Assistant Head (Pastoral Lead)		
Reviewed:	Annually; last review May 2025	Employment Status	Permanent
Remuneration:	This post carries an allowance, TLR 2b, in addition to the post holder's substantive salary.		
Job Purpose:	<ul style="list-style-type: none"> To oversee the academic performance and positive behaviour for learning of students in their House linked to strands of Welfare, Academic Progress, Behaviour and Attendance resulting in the development of character and leadership To ensure that all students are free to study in a safe and healthy environment and, in addition, enjoy their time in school whilst encouraged to achieve their full academic potential. To ensure also that the House has a strong identity in the School and plays a constructive and conspicuous part in inter-House competitions in order to provide numerous opportunities for students to participate and contribute in a fulfilling way 		
Departmental / Team Purpose:	<ul style="list-style-type: none"> Overall responsibility for pastoral welfare, academic and extra-curricular progress for students for all Key Stages but with additional staff support in the Sixth Form. Liaison with Senior Leadership and Heads of Academic Departments as appropriate regarding monitoring and reporting on attendance, behaviour and performance of students, including liaison with the ASW. To ensure that the performance of disadvantaged and vulnerable students/groups is at least in line with other students. To monitor the use of DARE points and to lead achievement assemblies. Maintaining high standards of behaviour and appearance in all members of the House in accordance with published policies. Liaison where appropriate with Senior Leadership and Sixth Form Team over the development of Leadership Capacity, progress and welfare of their tutees. Attendance at Pastoral meetings and chair House Meetings. 		



Main Tasks and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster and/or the Assistant Head.

Reading School is committed to safeguarding and promoting the welfare of our students. We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and acting in line with our safeguarding policies.
- To meet regularly (at least half termly on a formal basis) with Form Tutors. Such meetings should be documented by agendas before the meeting and action points following, both of which should be shared with the appropriate member of the Senior Leadership Team. The agenda of such meetings should focus on:
 - Welfare
 - Academic Progress
 - Behaviour
 - Attendance

These may include but not limited to:

- Child protection or safeguarding concerns;
- Determining academic or pastoral interventions needed
- Specific issues within each house/cohort/year and addressing those
- Core operational discussions (sanctions, use of planners, rewards, assemblies, initiatives)
- Discussion and analysis of PSHCE activities
- To perform the duties of a Year 7 Tutor.
- To oversee the work of tutors within the House (with the support of the appropriate member of the Senior Leadership Team).
- To liaise with SENDCO regarding the progress and wellbeing of any students classified and receiving SEND Support.

- To ensure the maintenance of accurate and up-to-date data tracking and information in liaison with Heads of Department linked to welfare, academic progress, behaviour and attendance concerning students on Bromcom
- To produce reports within the quality assurance cycles as appropriate.
- To identify and take appropriate action on issues arising from data tracking, performance data and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To analyse and evaluate performance data and action appropriate intervention to ensure impact.
- To advise, support and, where appropriate, intervene in disciplinary situations before a matter is referred to the Assistant Head, Deputy Headmaster or Headmaster.
- To liaise with Tutors regarding implementation of interventions and monitoring of behaviour report cards as appropriate.
- To lead an aspect of a whole school pastoral care priority and contribute to Strategic Development Plans involving pastoral care. This will be negotiated and decided dependant on need.
- To liaise and consult with parents as appropriate in relation to both pastoral as well as academic issues as necessary.
- To liaise with Tutors over Assessment and Reporting of students in the House, monitoring Tutors so that deadlines are met and agreeing commendations and other rewards or sanctions as appropriate.
- To take responsibility for all sporting and cultural activities in the House and in particular appointing House Captains and other necessary House officials and support them in their role as organisers of House events, this includes running House Assemblies.
- To contribute to and share responsibility for the administration of the overall House system by participation in meetings, functions and social events.
- To meet regularly with Senior Leadership Team and other Heads of House to discuss key issues.
- To administer after school detentions on a rota basis, including acting as a Team Leader for the breaktime duty rota.