



Inspire Education Trust

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RECRUITMENT PACK

Head of House – Temporary



Blue Coat

Church of England School
& Music College



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ABOUT THE ROLE

Post Title	Head of House - Temporary
Salary Range	MPS/ UPS + TLR1B
Reporting to	Assistant Headteacher; Senior Assistant Headteacher
Status	One-year temporary. Full Time or Part Time
Flexibility	Flexible

Job Purpose:

To lead on the pastoral support given to the student at Blue Coat school and embed high expectations and the CHRIST values. The successful candidate will be responsible for monitoring, supporting and managing pupils:

- Attendance and punctuality
- Behaviour
- Appearance
- Achievement

Main Duties and Responsibilities:

House culture and ethos:

- To model and embed high standards, leading by example.
- To lead House assemblies which promote the House and School ethos and Values.
- To actively ensure that all tutors model high expectations and have relentless routines.
- To monitor tutor time ensuring that all tutors follow the published tutorial programme and Worship Works activities.
- To Quality Assure tutor time and support tutors to be effective in their roles.
- To maintain the Blue Coat ethos and values.
- To foster the House identity.
- To plan and promote House events and student leadership opportunities in conjunction with other Heads of House and Pastoral staff.
- To chair the scheduled meetings of the House team, delivering whole school messages.
- To attend and lead regular HoH briefings.



Communication:

- To ensure that contact with parents/carers is maintained regarding all aspects of teaching and learning including pastoral care, discipline, attendance and academic progress of all pupils in the House.
- To lead Reintegration Meetings with parents/carers following Fixed Term Suspensions (FTS)
- To maintain direct contact with external agencies in close liaison with SLT and the Safeguarding team.
- To have line management responsibility for the Assistant Head of House (AHoH), ensuring that all duties are carried out to a high standard.
- Manage a group of tutors, holding them to account in their pastoral roles, ensuring two-way communication is tight, efficient and clear.
- To regularly review house data and use this to communicate successes and areas for action with tutor teams, pastoral teams and SLT.
- To be a visible and consistent presence around the school site.
- To help lead CPD opportunities to staff where relevant.
- To contribute to Newsletters and provide information about the house to relevant stakeholders.

Student Attendance, Attitude and Progress:

- To review and update the behaviour tracker on regular basis.
- To work with appropriate colleagues to ensure that interventions are in place for students who are failing to make progress.
- To monitor attendance data, especially those who are PA or moving towards PA. To attending meetings as required, facilitating formal meetings, make home visits and support the full attendance process.
- To monitor student punctuality to ensure that students are arriving to school and lesson on time. Follow the behaviour systems in place to hold students to account.
- To celebrate student achievement and success with all stakeholders.
- To take responsibility for agreed activities/school events on a rota basis across the Heads of House working closely with SLT e.g. Year 7 Transition and Year 11 Prom.

Pastoral Support

- With tutors and the wider pastoral team, ensure that students within the house have access to support when required.
- Monitor the mental health of students within the house and refer through the relevant channels where the needs of students are more significant.
- Provide student check ins and communicate home where required.



- To work with the safeguarding team to report and address on-going or acute safeguarding concerns.

Addressing challenging behaviour:

- To encourage all pupils to take an increasing responsibility for their own learning and behaviour.
- To liaise effectively with the Assistant Head of House and wider pastoral team to ensure that all incidents are investigated thoroughly, making recommendations to SLT where appropriate.
- To liaise with staff and HOD's to support where appropriate.
- To attend regularly scheduled Referral and Monitoring (RAM) meetings to identify and recommend students for intervention through the Hub/SLT when tutor/House interventions have not been effective.
- Meet with parents/carers to discuss pastoral concerns, and oversee the management of tutor and house reports.
- To work with SLT to support students on placements (in and out), and to support reintegration programmes for students following placement completion.

Other Duties

- *To carry out any other duties as directed by the senior leadership team that are within the scope, purpose and spirit of the role.*
- Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice.
- Undertake further and continuous training appropriate to the post.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child.
- Take on the responsibility for providing a safe environment and promoting children's welfare.
- Undertake regular safeguarding and child protection training.
- Familiarise themselves with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy.



PERSON SPECIFICATION – Head of House

		Essential	Desirable
Education and Qualifications	DfE qualified teacher status	✓	
	Relevant degree or equivalent	✓	
	Evidence of commitment to further personal and professional development	✓	
	Qualification or training in Leadership		✓
Experience	Proven record of excellent classroom practice.	✓	
	Experience at classroom level of impact in raising standards, attainment and progress.	✓	
	Experience of using data to inform and analyse progress to identify trends and underachievement.	✓	
	Successful experience of working with children/young people from a variety of backgrounds and learning needs.	✓	
	Successful experience of promoting positive behaviour.	✓	
	Experience and understanding of how support systems in schools facilitate pupil's achievement.	✓	
	Experience of using a range of computer packages including Microsoft Office.	✓	
	Experience of working effectively in the role of tutor, promoting high expectations and providing pastoral support.	✓	
	Experience of communication with a range of individuals, including parents/carers and outside agencies	✓	
	Experience of supporting and improving behaviour for learning practice of other colleagues.		✓
Skills and Knowledge	To be pupil focused in all regards.	✓	
	Proven ability to work in a challenging environment and work under pressure.	✓	
	Evidence of skills required to engage with pupils and colleagues.	✓	



	Ability to assess progress and performance and recommend appropriate strategies to support development and inclusion.	✓	
	Ability to produce accurate information to tight deadlines.	✓	
	Excellent communication skills and the ability to relate to a wide range of people, effective strategies to overcome communication barriers	✓	
	Ability to establish and maintain strong relationships with all stakeholders.	✓	
	Ability to establish a positive presence in school	✓	
	Ability to communicate clearly both orally and in writing	✓	
	Ability to maintain confidentiality at all times	✓	
	Ability to assimilate information	✓	
	To promote learning through the full range of extracurricular opportunities and community event	✓	
	Knowledge of working with families to promote cohesion and achievement	✓	
	Ability to relate sensitively to students and to contribute to a team approach to meet students' needs		✓
Personal Qualities	Committed to safeguarding and promoting the welfare of children and young people.	✓	
	High level of emotional intelligence/ self-awareness.	✓	
	Able and willing to establish good professional relationships and commitment to teamwork	✓	
	Self-motivated and able to work on own initiative without supervision.	✓	
	Ability to prioritise time effectively and plan ahead.	✓	
	Show commitment, integrity, enthusiasm and reliability.	✓	
	Recognises the importance of protecting their own personal wellbeing.	✓	
	Willingness to be involved in wider school life.	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	



	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education	✓	
	A realistic appreciation of the challenges involved in working with children	✓	
	Committed to improving safeguarding processes and practices. Sees it as part of their job	✓	
Professional Development	Willing to participate in further appropriate professional development.	✓	
	Positive approach to own continuous personal professional development and training.	✓	



MAKING AN APPLICATION

Applications for this post are via a covering letter, no more than two side of A4, expressing your interest in the role and explaining how you are suitable for the post referencing the job description.

This should be uploaded on to My New Terms internal advert before the deadline stated.

The closing date for applications is 9am on Friday 1st May 2026.

Shortlisting will take place the week after and all candidates will then be contacted by email.

Interviews for this post will commence on week commencing Monday 11th May 2026.

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting catherine.alexander-gamble@isetrust.org

We look forward to hearing from you.





RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



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Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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