

Head of House

candidate information



WELCOME

Welcome to Ormiston Ilkeston Enterprise Academy and thank you for considering applying for this position, this is a school dedicated to achieving the highest standards of teaching and learning and we need good teachers and good people in order to achieve our aim.



At OIEA, we pride ourselves on our calm and purposeful atmosphere around the academy, with high standards for every aspect of academy life. Detentions are centralised and staff workload is carefully considered, we realise and appreciate that staff are our greatest resource.

We live and breathe our core values of Courage, Ambition, Respect and Excellence. We are relentlessly positive and passionately care about the community that we serve. We are looking for candidates that embody these values and help to develop the culture we wish to see.

Ormiston Academies Trust (OAT) is the sponsor of Ormiston Ilkeston Enterprise Academy. OAT is a not for profit sponsor of both primary and secondary academies. Their vision is for all young people to have the highest academic, social and practical skills to allow them to lead a fulfilling life. They are determined to become the Trust that makes the biggest difference. Find out more on the [Ormiston Academies Trust](#) website.

The academy is easily accessible to the M1 (J25-26) and the A50 link to the M6. The major city centres of Derby and Nottingham are only 15 minutes' drive and Leicester, Sheffield and Birmingham are all within 45 minutes travel time.

Ilkeston is also on the doorstep of Shipley Country Park and only a short distance from the Peak District National Park. The local area is an attractive and pleasant place to live, Ilkeston people are renowned for their warmth and humour – it is a close and friendly community in which to work and live, come and be part of our family.

Put simply, it's a great place to come and work! I look forward to receiving your application

Mr Simon Leach
Principal



Head of House (Support Staff role)

Required as soon as possible

SCALE: Grade 7, Pts 26 – 30

£34,834 to £38,223 (pro rata)

Actual Salary: £30,730 - £33,720

HOURS: 37 hours per week, 40 weeks per annum (term time + one week)
8 am – 4 pm (Monday – Thursday) 8 am – 3.30 pm (Friday)

If you are someone who is passionate about their job, enjoys working with young people and is determined to make a real difference to the children, then this could be the role for you.

We are looking for an outstanding Head of House to join this forward-thinking academy and develop the quality of teaching and learning. We are seeking to employ staff who have a thirst to develop young people and build teams committed to academic and pastoral success. This is a fantastic opportunity to play a key role in influencing positive learning outcomes for our students.

This is an exciting time to be joining our Academy. Our latest building houses the English, science and modern foreign languages departments in state-of-the-art facilities. Our Academy is a vibrant and friendly place to teach, with 989 students currently on roll between 11-16 yrs.

Visit us online at <https://mynewterm.com/jobs/137109/EDV-2024-OIEA-08812> where you can find further information and details on how to apply. Please note that CV's are not accepted.

For an informal chat or to arrange a visit please contact Simon Glover, Senior Vice Principal, or Katie Hughes, Associate Assistant Principal, on 0115 9303724.

Closing date: 10 am – Monday 15th July 2024

Interviews to be held: as soon as possible after the closing date

Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2024/04/Child-Protection-and-Safeguarding-Policy-April-2024-1.pdf>

Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.d. and of the Right to Work in the UK, Proof of NI Number.

Job Description

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Head of House

Purpose of the role:

To enable the academy to provide a child-centred and personalised learning environment that is responsive to individual needs and circumstances. To ensure that we enable students to overcome personal barriers, broaden horizons, raise expectations and develop students' self-confidence as successful learners.

Responsible for:

- The pastoral leadership and management of the House.
- Administering and tracking progress against personalized learning plans
- Admissions and managed moves
- Ensuring effective student transitions between key stages or other provision
- The quality of tutoring and pastoral programmes.
- Monitoring student progress across subject areas, and to work closely with tutors and subject leads to improve student achievement.
- Ensuring good behaviour by students in the House, establishing and maintaining policies and practices to promote positive student behaviour and achievement within the framework of the academy's Behaviour for Learning Policy.
- The management, analysis and interpretation of behavioural and attendance data.
- Supporting tutors in the development and delivery of the pastoral care programme.
- Being the focal point for parental contact within the house, other than regarding specific subject areas.
- External agency liaison, including school health, TAF and LAC meetings.
- The delivery of assemblies and facilitation of the House social, sporting and cultural events.
- Supporting the Associate Assistant Principal, Behaviour, in the running of the House system and academy.
- The well-being and safeguarding of all students within the Houses and the academy.

Key Responsibilities:

- To support and track the progress of key identified groups of students, in particular PP, LAC, SEN, EAL, low ability and students on a Specialised Curriculum.
- To take responsibility for safeguarding across the House and be trained at Level 3.
- Liaise with parents in relation to specific attendance issues, behavioural, social and emotional issues, internal and external exclusions and other occasions as required – both on the telephone and at face-to-face meetings.
- Work with the Attendance Officer on a daily basis to check on the attendance of all students, persistent absences and to undertake truancy sweeps including collection of students who have absconded from school and home visits as required.
- To make referrals to other agencies and services including school nurse, Pupil Referral Unit, the Police, Social Care
- Regularly (and at least weekly) monitor student progress within the House and find ways of improving their learning across subject areas.
- Use data effectively to identify students who are underachieving in the House and then support staff to implement effective plans of action to support those students.
- Work with the SENCo and other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs.
- Be responsible for the maintenance of all appropriate records including students and individual files and records.
- Be responsible for maintaining a very high standard of behaviour within the House by enforcing the agreed Behaviour for Learning Policy concerning uniform, behaviour, attendance and student well-being.
- Be a visible presence in corridors and visit lessons on a daily basis to ensure a high standard of behaviour around the academy.
- Monitor student behaviour data using SIMS on a regular and frequent basis (daily) and work with the Associate Assistant Principal for Behaviour to devise appropriate strategies for students who exhibit challenging behaviour.
- Work closely with students to create a distinctive House ethos, in which students are active participants and encourage participation and assist with the monitoring of student involvement in House activities.
- Work with the other Heads of House to organise and assist with parents' evenings.
- To work with SLT, Heads of House and other staff to facilitate the Isolation room and patrol rotas.
- Circulate and collate information for students interviews or reviews with external agencies, directing preparation of reports and references – including confidential court/social service/medical reports.
- Attend and participate in regular meetings and participate in training and other learning activities, as required.
- Take part in the academy performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisal.

Other responsibilities:

- To work within academy policies and procedures, including Behaviour for Learning Policy.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

- To contribute to the overall ethos, work and aims of the academy.
- Actively participate in performance management.
- Identify personal training needs and other learning activities as required.
- Develop an understanding of policies and procedures, complying with their contents and raising concerns in a timely manner.
- To recognise own strengths, areas of expertise and use these to advise and support others.
- The post holder may be required to undertake other duties that are commensurate to the post holder's abilities, position and grade.
- The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

Person Specification

Education, training and qualifications:

- Educated to at least NVQ Level 3 or equivalent in Supporting Teaching and Learning in Schools
- Plus, a minimum of GCSE grade C in English and Mathematics or equivalent.
- Current First Aid Certificate (or a willingness to be trained in First Aid).
- Current DSL training to Level 3 (or a willingness to be trained)
- Evidence of relevant and challenging continuing professional development.

Knowledge and experience:

- Extensive experience of working effectively in the support of young people in a learning environment.
- Good understanding of the principles of child development and learning processes and in particular, barriers to learning.
- Evidence of having developed and sustained effective relationships with young people in a pastoral context.
- Evidence of implementing excellent behaviour management strategies leading to the development of positive attitudes in young people, particularly towards education and learning.
- Effective use of ICT and technology.
- A strong understanding and commitment to the academy's ethos and approach to student learning and achievement.
- Evidence of ability to contribute to safeguarding and protecting the welfare of children.
- Evidence of the ability to successfully motivate young people.
- The ability to communicate effectively to different audiences both orally and in writing, including the ability to promote the image of the school.
- Experience of working effectively with a range of internal and external stakeholders, including parents and carers.

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