



## Bristol Cathedral Choir School

### House Leader

Required from September 2018 or January 2019 depending on availability.  
We welcome applications from teachers of all subject areas.

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<b>Post:</b>	House Leader
<b>Start:</b>	Required from September or January 2018 depending on availability
<b>Line manager:</b>	Assistant Principal
<b>Salary:</b>	BCCS Main Scale & TLR 2
<b>Contract:</b>	Permanent

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Bristol Cathedral Choir School is an Academy with over a thousand students. BCCS is part of Cathedral Schools Trust. There are currently four Houses in the pastoral system. The tutoring system for Years 7-11 is vertical, comprising students from each year group.

Students attend BCCS from all over Bristol. Whilst it has a rich heritage as a Cathedral School with a Christian ethos, there are no faith admissions criteria. BCCS has a comprehensive intake; students have a wide range of educational, emotional and behavioural needs. Outcomes over time at KS4 and KS5 have been outstanding.

The role of House Leader is to oversee the progress and well-being of students from Yrs 7-11. This involves the planning and evaluation of interventions and working closely with teachers, SLT, SENDco and parents. House Leaders will also be responsible for involving external agencies where appropriate. Managing and promoting strategies for successful student learning behaviours is a key part of the role.

Within BCCS, CST and National Teaching School status, we are committed to high quality CPD.

**Specific responsibility for:**

## **Leadership**

- \* Provide challenge, support and development of the tutor team
- \* To provide leadership for staff within the Pastoral team
- \* Identify and deliver CPD for pastoral staff

## **Management**

- \* To manage and organise the vertical house tutor system for a specific house
- \* To monitor the effectiveness of pastoral staff and provide support strategies within the pastoral team
- \* To evaluate the performance of tutors, tutor time and academic tutorials
- \* To manage and run weekly House Team meetings & submit minutes promptly
- \* To manage and implement a programme for monitoring tutor groups

## **Students**

### **Progress**

- \* To systematically track and identify students, including all vulnerable groups, requiring support for progress
- \* To design and implement strategies and interventions
- \* To work with SENCO to set subject specific targets and match work to students' needs
- \* To help identify and maintain appropriate links with outside agencies and alternative provision
- \* To establish and maintain links with Subject Leaders and develop effective strategies to support student progress
- \* To monitor, evaluate and revise where necessary, the impact of the interventions and strategies regarding progress of students

### **Attendance**

- \* To work with Attendance Officer to monitor and improve student attendance
- \* To design and implement strategies and interventions for specific students and whole House
- \* To monitor, evaluate and revise where necessary, the impact of the interventions and strategies regarding the attendance of students

### **Behaviour**

- \* Oversight and implementation of School Core Values & Behaviour Policy & procedures within the House and across the school, including maintenance of high standards of dress and conduct;
- \* To design and implement strategies and interventions designed to improve behaviour
- \* To monitor, evaluate and revise where necessary, the impact of the interventions and strategies regarding the behaviour of students
- \* Coordinate and run lunchtime detentions

### **Reporting and Data**

- \* Access and use SIMS/SISRA and in-school tracking systems
- \* To attend weekly overview of attendance, progress and behaviour data within their houses with House Leader Vulnerable Students, Student Learning Mentors and Student Behaviour Mentor
- \* To hold the overview of attendance, progress and behaviour data within their houses and reports to SLT link

**Whole School/House**

- \* To access and monitor the effectiveness of strategies that will support learners social, emotional and behavioural and educational needs
- \* To take overall responsibility for support, care, behaviour, wellbeing, intervention and attendance throughout the house.
- \* Manage the pastoral development and direction of the House
- \* Oversee extra-curricular and community activities within the House such as mentoring, newsletter, student council, Yr11 leaving prom.
- \* Encourage pupil engagement in House & school events
- \* To manage the House tutor time and assembly programme and liaise with appropriate SLT and Heads of Faculty.
- \* To have knowledge of Child Protection issues for the House and ensure they liaise effectively with the Child Protection Officer
- \* To ensure meetings with parents/carers are carried out effectively in line with academy guidelines and that appropriate strategies are in place
- \* To regularly meet with parents and students to discuss progress, particularly at key transition points (KS3-4) and GCSEs.
- \* To monitor progress of students in your House through regular book checks.
- \* To organise home visits in the event of parental / student disengagement.
- \* To coordinate and monitor home visits for vulnerable students where necessary.
- \* To coordinate with SSS to send work for students who miss school through exclusion or long term absences.
- \* Any other duties commensurate with the grade of the post as directed by line manager/senior staff

**Person specification : House Leader**

Attribute	Essential	Desirable
Degree	Y	
Further professional qualification or significant professional development		Y

QTS		Y
Significant experience of managing behaviour/pastoral issues effectively	Y	
Expert knowledge of safeguarding policy and best practice	Y	
Experience of working with a range of external agencies supporting behaviour, attendance and engagement.		Y
Expert knowledge of effective behaviour management strategies	Y	
Expert knowledge of strategies for raising attendance	Y	
Excellent communication, organisational and ICT skills	Y	
Ability to inspire and motivate individuals and teams	Y	
Commitment to raising standards of achievement for all students	Y	
Understanding of KS3 & 4 curriculum pathways for students		Y
Experience of working in a leadership capacity with more than one team across the school		Y
Secure grasp of the OFSTED framework	Y	
Experience of self-evaluation and improvement planning in a leadership role		Y
Successful track record of delivering significant professional development to colleagues		Y
Ability to demonstrate effective use of data to identify underperforming groups and to both plan and track impact of interventions to address underperformance	Y	
Secure grasp of Teachers' Standards and how they are used to help identify and plan for professional development of colleagues	Y	
Experience of conducting internal reviews, including learning walks.		Y
Evidence of delivering effective coaching/mentoring to staff		Y
Record of effective line management of colleagues		Y

### Salary

Main Pay Scale plus BCCS Teaching & Learning Responsibility allowance R2 (2018-19 £4,663)

## **Teaching**

We welcome applications from teachers of all subject areas. The successful candidate will expect to teach approximately 20-25 lessons per fortnight. This will be discussed at interview.

## **Method of application**

To apply please visit TES <https://www.tes.com/jobs/employer/-1001343>

For any additional information please contact Martyn Gunn, Assistant Principal, [mgunn@bristolcathedral.org.uk](mailto:mgunn@bristolcathedral.org.uk).

Further information about the school can be found on our website [www.bccs.bristol.sch.uk](http://www.bccs.bristol.sch.uk)

Applications should be received by midnight on Wednesday, 27th June 2018.

Interviews will be held on Tuesday, 3rd July 2018.

*Please note that all posts at the School are subject to initial and periodic checks with the Disclosure and Barring Service as the school takes every measure possible to ensure the safeguarding of its students.*