



Bexhill Academy

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‘Come and join our fantastically supportive school, working within our excellent House system’

We require a highly motivated, resilient and dedicated:

- **Head of House**
- **Main pay scale/UPS + £6741 TLR allowance**
- **Required for January 2020**

We are looking to recruit a suitably qualified and experienced house leader, who is able to track the academic and personal progress of all the students under their charge, intervening in a timely and expedient fashion. You will have the skills necessary to deal with a range of stakeholders from teachers and heads of department to parents and outside agencies.

You will be leading a team of circa 10-12 tutors and a non-teaching pastoral manager. You will have a real presence amongst staff and students with a huge capacity to see things through.

Closing date: Tuesday 1st October 2019

Informal visits and chats welcomed. Please contact paul.mendela@bexhillacademy.org in the first instance

See our recruitment pack available on our website www.bexhillacademy.org under ‘community’ and then ‘vacancies’ for more details. Please note that we do not accept CV’s - please use the academy application form.

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).



Introduction from the Vice Principal

Re: Head of House: January 2020 start

Welcome!

Thank you for expressing an interest in the role of Head of House at our school.

We are an ever improving and expanding school and the Heads of House provide stability and direction on all pastoral matters (coupled with academic monitoring and intervention).

We are Ofsted 'Good' in all areas (May 2017) and the Houses played a huge part in this. There are 5 houses, all of which are vertical, taking an element of each year group. Even the tutor groups are vertical, enhancing cohesion amongst the year groups.

Each house has in the region of 250+ students, 10+ tutors and a non-teaching Pastoral Manager.

The houses are named after inspirational and internationally recognised Universities:

- Cambridge
- Harvard
- Imperial
- Oxford
- Yale

Each House delivers a common theme and message, but there are obviously those individual differences in approaches and style that make a House unique. There are 5 tutor time slots per week, 4 usually in tutor bases, with a 5th in an assembly.

The person we require needs to have a passion for pastoral work, be a real leader (and have presence) and someone who can uphold our values of being Focussed, Aspirational, Independent and Resilient. You will need to have bags of energy and the ability to have time management skills that are second to none!

Particulars:

- There are normally 17 /25 teaching hours attached to this post.
- You may be asked to spend a session supervising students in the Internal Exclusion Room/Learning Recovery Room
- This post is paid on the teachers MPS or UPS scale with a **TLR allowance of £6741 per annum**. You will be tracking, monitoring and intervening with all groups in your house, including Pupil Premium.

- Heads of House also take on a whole school responsibility such as a responsibility for transition, charities or College/UCAS applications.
- This position is rewarded with a retention bonus of £1250 payable in the September of the 3rd year of service.
- Staff rewards scheme

Applicants:

We look forward to receiving applications from all suitably qualified and experienced staff.

We do however especially look forward to suitably experienced staff who are English Teacher trained and experienced.

If you wish to arrange an informal visit or chat, please contact paul.mendela@bexhillacademy.org in the first instance who will arrange for one of the team to contact you.

The closing date is Tuesday 1st October 2019 at 9am

We look forward to hearing from you



P Mendela
Vice Principal



Bexhill
Academy

Post: Head of House

Accountable to: Assistant Principal

Salary: Teachers Main scale/UPS plus TLR of £6741.00per annum

Retention bonus payable after 2 years (paid in year 3 of £1250) + Staff attendance rewards scheme, use of gym and after-school classes

Person Specification

- Qualified Teacher, with appropriate Degree
- Experience of Pastoral Head of House/Head of Year work.
- Committed to comprehensive secondary education
- Is innovative and identifies and solves challenges with creativity.
- Has a productive and definable paranoia about the successful work of their teams.
- Has fanatical discipline about seeing things through.
- Has the courage and conviction to take risks and take difficult decisions wisely.
- Has a predisposition to immediate action, letting nothing slip.
- Is insistent on consistency of approach, individually and across the team.
- Has drive and steely determination but a deep sense of personal humility.
- Has belief in people.

Job Specification – To create succesful and resilient learners, who have good attendance, behaviour and achieve their academic potential through (not exhaustive!):

- Looking at all data (Behaviour, attendance and academic) throughly and basing actions and intervention accordingly. To track and monitor vulnerable groups accordingly.
- Knowing the students as individuals, promoting individual success
- Being accutely aware of strengths and weaknesses of the 'House' and planning action for all weaknesses, whilst prioritising those that will maximise outcomes.
- Liasing robustly with Parents, Heads of Department and outside agencies to ensure the ethos of the school is upheld and the student body is as successful as possible
- Upholding the Academy values by offering a strong and robust presence around the school.
- Adhering to all Safeguarding procedures
- Holding informative and interesting assemblies that send important messages
- Ensuring tutor time is effective
- Ensuring timetabling issues for students or new admissions are executed in a timely fashion
- Being a key 'face' of the Academy!

Impact

- Students in the House gain further momentum in meeting their expected grades; attainment and progress are increasingly better
- The gap between the progress of pupil premium students and non pupil premium in the House is diminishing over time.
- Students behaviour and attitude to learning is improving significantly
- Exclusions and attendance is improving year on year
- Behaviour and attitude around the school becomes more cohesive and pleasant