

Job details

Salary: MPS/UPS + TLR (dependent on experience)

Hours: 32.5 hours

Contract type: full-time/permanent

Reporting to: Headteacher

Responsible for: Class teaching of a mixed-age Year 5 and 6 (80%), Leading Development of new teachers (ITT + ECT), leading initiatives across the school as laid out in the School Improvement Plan

Main purpose

The senior teacher will support the headteacher in:

- › Being responsible for the teaching and organisation of an upper Key Stage 2 class (timetabled teaching commitment of 80%)
- › Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- › The day-to-day management of the school
- › Helping to formulate the aims and objectives of the school
- › Establishing policies for achieving these aims and objectives
- › Managing resources and supporting staff to that end
- › Monitoring progress towards the achievement of the school's aims and objectives

The senior teacher may also be required to undertake any of the duties delegated from the headteacher.

Qualities

The senior teacher will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- › Build positive and respectful relationships across the school community
- › Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the senior teacher will:

- › Create a culture where pupils experience a positive and enriching school life
- › Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, curriculum and assessment

Under the direction of the Headteacher, the senior teacher will:

- › Establish and maintain high standards of academic progress within upper key stage 2 with their own class
- › Establish and sustain high-quality teaching across subjects and phases, based on evidence (a mathematics specialism would be ideal).
- › Ensure the teaching of a broad, structured and coherent curriculum

- › Establish curriculum leadership with other subject leaders with relevant expertise and access to professional networks and communities
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs and disabilities

Under the direction of the Headteacher, the senior teacher will:

- › Promote a culture and practices that enables all pupils to access the curriculum
- › Have ambitious expectations for all pupils with SEN and disabilities
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- › Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the Headteacher, the senior teacher will:

- › Establish and oversee systems, processes and policies so the school can operate effectively
- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Ensure effective use of budgets and resources
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher, the senior teacher will:

- › Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- › Manage colleagues well with due attention to workload
- › Ensure colleagues have access to appropriate, high-standard professional development opportunities
- › Keep up to date with developments in education
- › Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher, the senior teacher will:

- › Work with the governing board as appropriate
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with other schools and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Developing Teaching and Learning

- › Support the Headteacher in developing teaching and learning across the school
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- Ensure colleagues looking to improve their practice have the support needed to do so
- Liaise with organisations outside of the school (e.g. Kent Teaching School Hub) to support the development of teaching practice at Fordcombe, working with either ITT students or Early Career Teachers

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the senior teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Teaching experience (preferable in upper Key stage 2) • Demonstrable involvement in school self-evaluation and development planning • Evidence of leadership and management experience in a school with a measurable impact
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2022

Next review date: May 2023

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____