



Graveney Primary School

Job Description: Senior Teacher

Purpose of Job

To provide support to the Head Teacher for the day to day leadership and management of Graveney Primary School, ensuring continual improvement and high quality, engaging and fulfilling education for all pupils and further development in the Quality of Education and achievement in accordance with statutory requirements. To be an exemplary role model and fulfil, professional standards of teaching to the highest standard.

Responsible to:

The Headteacher (HT)

Responsible for:

Supporting the HT with:

- the leadership and management of all staff,
- school management (day to day running of the school).
- being the point of contact for the HT where directed and where the HT may be unavailable
- Recruitment across the school and being safer recruitment trained
- The social, academic and well-being of all children
- Safeguarding and promoting of all children as a Deputy DSL

Working to the professional duties set out in the School Teachers' Pay and Conditions Document you may be required to do the following:

- To fully support and promote the school's vision, aims and ethos.
- To work with the HT in the strategic planning, development and promotion of the school (and collaboration when requested).
- To model leadership at the highest level for all aspects of school life.
- To work with parents and governors as required.
- To be responsible for supporting the day to day running of Graveney Primary School on an operational level including timetabling, monitoring and behaviour.
- To regularly brief, consult and take direction from the HT on the day to day running of Graveney Primary School.
- To support the development of English and PSHE. This includes promoting the development of teaching and learning and the development of planning, resources, pedagogy and assessment.
- Where appropriate you may be required to appraise support staff.
- Alongside the HT, engage with the regular monitoring of the quality of teaching and learning in English and PSHE and use evaluation of the monitoring information to help set the direction of future plans. Where appropriate work with other staff to support them in this.
- To represent the HT in meetings as required by the HT.

- To act in the role of coach for identified staff as and when required.
- To have an awareness of technological developments both in terms of curriculum and safeguarding.
- To be responsible as required by the HT for the organisation of staff meetings at Graveney Primary School, ensuring that the sessions are linked to the school plan and involve professional development opportunities for all staff, including opportunities for inter-school learning.
- To have commitment for safeguarding and promoting the welfare of pupils and keep abreast of updates as a DSL within the school.
- To support the HT in meeting any legal requirements for the curriculum e.g. RSE, PSHE

Undertaking other duties as may reasonably be assigned by the HT, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility as the school develops. At the discretion of the HT time will be allocated to support in fulfilling the duties as outlined within this JD.

The above job description was agreed on 1st September 2026. It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual appraisal process.

Signed _____ (Post Holder) Date _____

Signed _____ (Headteacher) Date _____

Graveney Primary School

Person Specification – Senior teacher

	Person Specification
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of recent and relevant professional development • Desirable to have a senior leadership qualification or working towards e.g. NPQSL
Experience	<ul style="list-style-type: none"> • Recent experience as an effective teacher. • A very good knowledge and understanding of teaching and learning in alternative phases. • Demonstrate a secure knowledge of how children and adults learn and take account of a range of teaching styles. • Experience of working in a middle leadership post.
Leadership & Management Skills	<p>Have a strong ability to lead and manage people to work towards common goals by:</p> <ul style="list-style-type: none"> • ability to lead by example • demonstrating drive and determination • modelling a positive and 'can do' attitude • motivating and inspiring pupils, teachers and support staff • ability to work as part of a team • commitment to continuous professional development of all staff based on analysis of needs • ability to lead, prioritise and delegate appropriately • ability to work in partnership with others • ability to deal sensitively with people and resolving conflicts • Working positively with other professional colleagues to develop the best school experience for pupils.
Communication Skills	<p>Demonstrate the ability to make points clearly and concisely and understand the views of others by:</p> <ul style="list-style-type: none"> • communicating very effectively orally, in writing and by using IT to a range of audiences • negotiating and consulting effectively • developing, using and maintaining an effective network of contacts • being a good listener and rationalising and explaining actions
Self-management Skills	<p>Demonstrate the ability to plan time extremely effectively and organise oneself well by:</p> <ul style="list-style-type: none"> • prioritising and managing own time/workload • working to deadlines • taking responsibility for own professional development • seeking advice and support when necessary
Personal Attributes	<p>All successful and effective leaders possess and display the following attributes:</p> <ul style="list-style-type: none"> • ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education • ability to innovate, question the norm and explore new and exciting ideas • personal impact and presence – instils confidence and motivates others • open to feedback and suggestions – sees others' perspective • takes an assertive stance on issues re: children's standards and well-being • has a real commitment to creating a school ethos that values every child • is committed to the aims and ethos of the school, being positive and ready to initiate new ideas • responds calmly

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| | <ul style="list-style-type: none">• handles unexpected demands• can meet deadlines• takes calculated risks, has an enthusiasm for change, stimulates discussion• optimistic and resilient with self-confidence• personally accepts, leads and acts to support change• demonstrates accountability at every level• adaptability to changing circumstances and new ideas• has good interpersonal and ICT skills• can create group energy in pursuing collective goals, ensuring agreement from every team member |
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