Job Description

**Senior Teacher – Curriculum, teaching and learning**

UPS1

Responsible to: Head teacher

In addition to the responsibilities of class teacher as set out in the Teachers’ Pay and Conditions document and the separate job description, you will also undertake the following duties and responsibilities.

As the Senior Teacher, you will ensure high quality teaching, effective use of resources and the highest standards of learning and achievement for the pupils in the school.

**Responsibilities**

When the Headteacher is away from school:

* To ensure day to day systems and routines are properly defined and adhered to so children and teachers can function effectively
* To ensure pupil behaviour is properly managed and supported including securing the

cooperation & support of parents

* To ensure all safeguarding concerns are identified and recorded in keeping with the school policy

Across the school:

* To ensure the classrooms are creative, stimulating and well organised; and to guarantee the highest standards of work by all pupils in each year group
* To model and demonstrate best practice, including team teaching
* To ensure planning and assessment is effective in moving all pupils on in their

learning

* To analyse pupil progress in reading, writing, maths and science, outlining future actions and their rationale alongside the head teacher and SENCo
* To maintain a regular teaching commitment
* To support colleagues experiencing difficulty, working within short-term action plans with specific targets in consultation with the headteacher
* To identify arrangements with the SENCo for short-term remedial provision for pupils whose progress requires additional support and liaise with that provision

**Curricular Leadership**

The core role of the Senior Teacher - Curriculum at Shipbourne School is to lead their class. However, you are also expected to lead specific subject areas as identified in the school development plan.

From time to time you may be asked to introduce a project across the school. This will depend upon:

* The demands of the class at a given time
* The professional development needs & interests of the lead teacher
* The needs of the school

Curricular leadership might include the following responsibilities for which you would receive as much support as possible.

* Maintaining a portfolio of achievements and standards across the school
* Maintaining an audit of resources ensuring suitable equipment and materials are well stocked and easily accessible
* Carrying out audits of pupils’ work and of teachers’ planning and generating reports and action plans as necessary ( this would include book scrutiny/pupil questionnaires/data)
* Delivering or facilitating professional development meetings

Signed: (Post Holder)

(Headteacher)

Date: