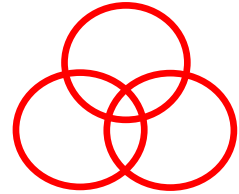




*In our school every day we learn, love and pray.*

## St Edmund's Catholic Primary School Senior Leader - Job Description



**Designation:** Senior Leader

**Reporting to:** Head Teacher

**Grade:** Upper Pay Scale

This is a full time permanent post.

This job description is written in accordance with the current priorities of the School and the Governing Body has the right to review it at any time.

### **General Responsibilities**

The Senior Leader is to take a central role in assisting the Head Teacher and Governing Body to develop our school in accordance with our shared values, our Catholic Strategic Plan and our School Development Plan.

The Senior Leader is to be:

- A highly motivated and inspirational primary teacher with experience across the primary age range.
- An experienced curriculum leader.
- A key person in the Senior Leadership Team.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a teacher as defined in the Teachers' Pay and Conditions Document.

### **Specific Responsibilities**

The Senior Leader will teach a class, model good practice, develop relationships, support training and development and the smooth running of the school.

The Senior Leader will take lead responsibility for ensuring the best possible curriculum offer, provision, well being, progress and achievement for all children.

The Senior Leader will be a model professional, setting an excellent example to teaching and support staff. They will work in close partnership with the Head Teacher and Senior Leadership Team in actively promoting enrichment, entitlement and achievement through building and implementing agreed school policies.

The Senior Leader will lead by example of their practice, and by positively encouraging and supporting all members of staff.

The Senior Leader will work with the Head Teacher and Senior Leadership Team to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all children.

The Senior Leader will, in conjunction with other Senior Leaders, be responsible for ensuring robust safeguarding procedures are adhered to.

In particular, the Senior Leader will be required to:

**Leadership and Management:**

1. Work in very close partnership with and support the Head Teacher and Senior Leadership Team in the effective day to day management of the school and school community including recruiting and inducting staff, developing and implementing health and safety policies, leading collective acts of worship and staff meetings, arranging cover for absent staff or staff on PPA / training, hosting and organising whole school events such as parents evening, and responding to the views, needs and requests of children, staff, parents, governors and visitors.
2. To support the Head Teacher and Senior Leadership Team in the day to day running of St Edmund's Catholic Primary School on an operational level including safeguarding, premises, finance, timetabling, monitoring, attendance and behaviour.
3. Work with the Head Teacher, staff and governors in the development, implementation and review of the School Development Plan, including regular monitoring and evaluation of standards and quality of provision.
4. To contribute to:
  - fulfilling the school's Mission Statement
  - maintaining and developing the Catholic ethos, values and overall purposes of the school
  - formulating the aims and objectives of the school and policies for their implementation
  - a School Development Plan which will translate school aims and policies into actions
  - monitoring and evaluating the performance of the school and its achievements as a Catholic school
  - create and promote positive strategies for challenging all prejudicial behaviour
  - the efficient organisation, management and supervision of school routines
5. Understand, promote and actively contribute to Catholic Social Teaching (CST)
6. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
7. Work with the Head Teacher and Senior Leadership Team in the school's achievement reviews and target setting processes by assisting with assessment procedures.
8. Lead teachers to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.
9. Provide leadership in the development and management of teaching and learning and lead others in providing high quality, stimulating, well resourced and child friendly learning environments.

10. Assist in the line management of staff to ensure the provision of high-quality teaching and support for children's progress, achievement, well being and good behaviour.
11. Work with the Head Teacher and Senior Leadership Team to provide CPD (continuous professional development) for staff ensuring their needs are identified and met through quality training opportunities within available resources.
12. Support the Head Teacher and Senior Leadership Team, with the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout the school, ensuring all safeguarding requirements are met and that their work in school supports the learning and well being of all children.
13. Promote achievement and well being and with the Head Teacher and Senior Leadership Team effectively manage the school resources to achieve the schools stated aims, meet its targets and sustain high achievement.
14. Work with the Senior Leadership Team in setting, nurturing, promoting and maintaining a high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these high standards.
15. Support and represent the Headteacher at meetings as and when required.

### **Teaching and learning**

1. Ensure that learning and wellbeing are at the centre of strategic planning. Lead and support the teaching and learning of children within the school through promoting models of excellent classroom practice, coaching, mentoring and supported self evaluation for teaching and learning staff.
2. To contribute to:
  - the development, organisation and implementation of the school's curriculum
  - school policies on curriculum, teaching and learning styles, assessment, recording and reporting
  - ensuring that the learning and teaching provided forms a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs
  - ensuring that the Diocesan policy on Religious Education is fulfilled
  - ensuring arrangements for the daily act of collective worship and the spiritual life of the school
  - providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
  - providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
  - ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
  - the promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

3. Assist in the design, development and implementation of systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages. This will include agreeing and articulating high expectations and targets for the whole community.
4. Monitor the effectiveness of teaching and learning through teachers' planning, work sampling and scrutiny, lesson observations and planning next steps and future actions.
5. Liaise with our local partnership schools in the Abingdon Partnership, diocesan schools within the Greater Reading Cluster and other service providers to enrich and expand our provision and secure partnerships, collaborations, enrichment opportunities and expertise which bring benefits to all children and our school community.
6. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

### **Strengthening Community**

1. Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement.
2. Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, St Edmund's parish and wider community, other schools, services and the local authority.
3. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovation.
4. Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff wellbeing and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school.

### **Other duties and responsibilities**

Any other duties that the Head Teacher may from time to time ask the post-holder to perform.

This job description is subject to regular review and may be changed or modified after consultation.

Signed ..... (Post Holder)      Date .....

Signed .....(Headteacher)      Date .....