

Sir Robert Hitcham CEVAP School, Debenham

JOB DESCRIPTION - SENIOR TEACHER

Salary Scale: Upper Pay Scale 2 to 3, plus TLR2

Reporting to: Headteacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the School's articles of government.

Core Purpose of the Post

To contribute to the strategic leadership and effective running of the school while maintaining a strong classroom presence. The Senior Teacher will deputise for the Headteacher when required, support staff performance and development, and play a key role in driving school improvement.

Key Responsibilities

1. Senior Leadership & Deputising (1 day per week)

- Deputise for the Headteacher in their absence
- Maintain an overview of the smooth day-to-day operation of the school
- Support the Headteacher in strategic planning, decision-making and leadership
- Promote and uphold the school's vision, values and ethos
- Work in line with agreed school policies

2. School Improvement

- Support the planning, implementation and evaluation of school improvement priorities
- Monitor standards across the school and contribute to raising attainment and outcomes
- Lead or support agreed improvement projects or priority areas
- Contribute to self-evaluation and development planning

3. Staff Leadership & Performance Management

- Take responsibility for the performance management of support staff, ensuring clear expectations, support and accountability
- Support staff development and wellbeing
- Contribute to a positive, professional and inclusive staff culture
- Participate in arrangements for further training and professional development as a teacher, including undertaking training and professional development, which aim to meet needs identified in performance management objectives or statements.
- Actively participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- Fulfil the requirements of a subject leader in line with the job description for leaders of foundation or core subject areas

4. Teaching & Classroom Responsibilities (4 days per week)

- Fulfil all responsibilities of a class teacher to a high standard
- Plan and deliver high-quality teaching and learning
- Assess, monitor and support pupil progress
- Model excellent professional practice for colleagues
- Teach, according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- Maintain, via the pupil assessment management system, a record of pupil data in a timely manner
- Undertake playground duty and with due regard to the value of play and of safety

5. Safeguarding, Behaviour & Pastoral Leadership

- Support high standards of behaviour, attendance and inclusion
- Promote and support safeguarding procedures and pupil wellbeing
- Work effectively with pupils, parents, staff and external agencies as required

6. Professional Responsibilities

- Engage in ongoing professional development, particularly in leadership
- Uphold the Teachers' Standards and leadership expectations
- Undertake any reasonable duties as directed by the Headteacher

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PERSON SPECIFICATION - SENIOR TEACHER

Essential:

- Qualified Teacher Status (QTS)
- Proven ability as a high-quality classroom practitioner
- Experience of leadership or responsibility beyond the classroom
- Ability to deputise confidently and make sound professional judgements
- Experience of line management or performance management (or readiness to undertake this)
- Strong organisational, interpersonal and communication skills

Desirable:

- Experience of leading or contributing to school improvement initiatives
- Experience of managing or appraising support staff

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.