**HERTFORDSHIRE COUNTY COUNCIL**

**PRESTON PRIMARY (VC) SCHOOL**

**Love Learn Aspire**

**BACK LANE, PRESTON, HITCHIN, HERTS. SG4 7UJ**

**TEL: 01462 451734 FAX: 01462 437468**

**Headteacher: Mrs I Luitingh**

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**Senior Teacher**

**Job details**

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| --- | --- |
| Salary range: | UPS1 - 3 |
| Contract type: | Permanent |
| Reporting to: | Headteacher |

**Main purpose**

The Senior Teacher will:

* Have responsibility for and oversee the management of the Key Stage they teach
* Fulfil the professional responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document (STPCD)
* Meet the expectations set out in the Teacher’s Standards
* Fulfil duties reasonably directed by the Headteacher

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

**Key responsibilities**

In addition to core teaching responsibilities set out below, you will be required to undertake the following:

* Take overall responsibility for the coordination of teaching, planning and learning within the key stage
* Take overall responsibility for the quality and standards of teaching and learning across the key stage
* Encourage good working practices and provide leadership, direction and support to both teaching and support staff within the key stage
* Oversee all aspects of the key-stage organisation and management including the preparation and chairing of meetings
* Ensure the effective transition of pupils from one key stage to the next (EYFS to KS1, KS1 – KS2, Year 6 – Year 7) and if necessary communicate with other key stage leaders to ensure continuity and progression
* Make a significant contribution to the schools’ leadership tasks as a member of the senior management team
* Evaluate achievement, attainment and pupils progress data and provide reports to the senior management team and governors as required
* Monitor standards of behaviour across the key stage
* Manage and facilitate the induction process of new members of staff within the key stage.

**Teaching:**

* Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
* Plan and teach well-structured lessons to assigned classes, following the school’s plans and curriculum
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
* Participate in arrangements for preparing pupils for examinations.

**Whole-school organisation, strategy and development:**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the school’s vision and values
* Work with others on curriculum and/or pupil development to secure coordinated outcomes.

**Health and Safety:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**Working with colleagues and other relevant professionals:**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues.

**Management of staff and resources:**

* Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
* Monitor quality and standards of resources delegated to them.

**Professional development:**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching and overall performance
* Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

* Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.