**Valley Road Senior Teacher Job Description**

**Core Purpose of the job:**

The Senior Teacher will be responsible for working and supporting the Headteacher and Governing Body in the leadership and management of the school. They will play an active and major role in formulating the aims and objectives of the school. The Senior Teacher will undertake, to the extent required by the Headteacher and Governing Body, the professional duties of the Headteacher in the event of their absence from the school. Such duties will include:

* Articulating and modelling the school’s values and vision
* Proactively managing staff and resources
* Seeking and implementing strategies which will bring about development in the school
* Taking responsibility for raising standards across the school
* Monitoring progress and tracking achievement of all pupils.
* Promoting and safeguarding the welfare of children and young people within the school.

In addition to the key responsibilities outlined below, the Senior Teacher will have a junior class commitment.

The Senior Teacher will also be a member of the school’s Senior Leadership Team (SLT) and will have responsibility for the day-to-day management of Key Stage 2.

**Shaping the Future**

* In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
* Play a leading role in the school improvement and school self-evaluation planning process, including being involved with the creation of the School Improvement Plan
* Work with the Senior Leadership Team to manage school resources
* Devise, implement and monitor action plans and other policy developments
* Lead by example to motivate and work with others
* In partnership with the Headteacher, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where all views are valued and taken in to account.

**Leading teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Work with the SLT to raise standards through staff performance management.
* Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
* Work in partnership with the SLT in managing the school through strategic planning and the formulation of policy and delivery of strategy
* With the SLT, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning
* Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
* Ensure through leading by example the active involvement of pupils and staff in their own learning

**Developing self and others**

* Support the development of collaborative approaches to learning within the school and beyond with an emphasis on building positive teams
* Organise and support the induction of staff new to the school and those being trained within the school
* Act as an induction co-coordinator for Early Career Teachers and have responsibility for students on school experience and those undertaking work experience, as appropriate
* Participate as required in the selection and appointment of teaching and support staff
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
* Work with the Leadership Team to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the School improvement plan and performance management
* Lead the annual appraisal process for all identified support and teaching staff
* Be responsible for own health and safety

**Managing the organisation**

* Ensure the effective dissemination of information
* Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
* Be a proactive and effective member of the senior leadership team
* Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
* To undertake any professional duties, reasonably delegated by the Headteacher

**Securing accountability**

* Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school’s performance and standards
* Support the Headteacher in reporting the school’s performance to its community and partners
* Promote and protect the health and safety welfare of pupils and staff
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**Strengthening community**

* Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
* Develop and maintain contact with all specialist support services as appropriate
* Promote the positive involvement of parents/carers in school life
* Strengthen partnership and community working
* Promote positive relationships and work with colleagues in other schools and external agencies