

# Langford Budville Church of England Primary School



## SENIOR TEACHER JOB DESCRIPTION



### **Purpose of the job**

To work in partnership with the Executive Headteacher in providing effective leadership for the school, with specific responsibility for KS2.

### **Relationships**

The post holder is responsible to the Executive Headteacher for their duties as Senior Leader and is responsible for the line management of all staff working in KS2

### **Key Responsibilities**

- To support the Executive Headteacher in the strategic development and implementation of whole school priorities.
- To take accountability for school wide responsibilities delegated by the Executive Headteacher.
- To support the Executive Headteacher in upholding the vision and values of the school.
- To lead on whole school projects which may change each term or academic year as agreed by the Executive Headteacher.
- To deputise for the Executive Headteacher in all aspects of management, discipline and pastoral care of the school when necessary.
- To play a role in setting and upholding the standards and expectations of the school.
- To be aware of, and act in accordance with, current legislation, good practice and current procedures.
- To positively promote the School.
- To support the wider school with the implementation of new ideas and strategies.
- To ensure confidentiality is maintained where appropriate.
- To ensure professionalism is maintained at all times.
- To ensure communication is high quality, professional and in line with whole school format.
- To ensure Safeguarding is of highest priority.
- To be responsible for any tasks delegated by the Executive Headteacher.

### **Operational Responsibilities**

- Have regular meetings with the Executive Headteacher and other staff to discuss plans, reflect on practice and analyse issues.
- Assist in the supervision of break and lunch times where necessary.
- Support the Executive Headteacher in the analysis of data and performance.
- Have a role in formulating the SDP and subject specific action plans and the monitoring of progress towards these targets.
- Maintain a high profile within the school with regards to behaviour management and maintaining the ethos, visions and values.
- Support the Executive Headteacher to ensure the highest standards of health & safety and site security are adhered to at all times.
- To lead, establish and sustain a culture of collaboration and co-operation between colleagues.
- Supervise and support team members with the day-to-day running of the school.
- Undertake duties around recruitment, wellbeing, training, development, supervisions and discipline.
- Build, maintain and utilise relationships with external agencies and professionals as appropriate.
- Attend SLT meetings.
- Participate in wider school training, learning and professional development.

It may be necessary for reasonable duties and responsibilities other than those outlined and specified above to be undertaken at times at the request of the Headteacher.