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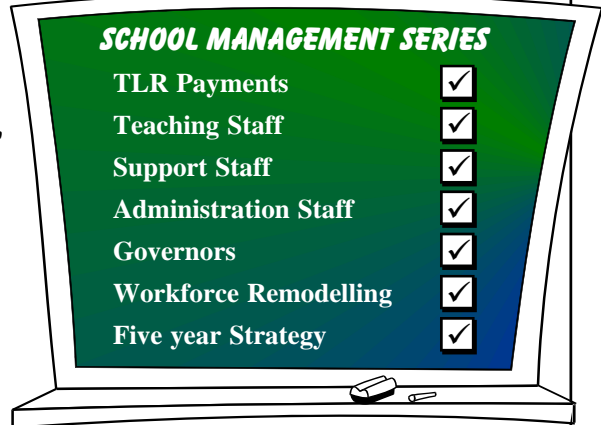
School Software & Educational Resources

THE HEADTEACHER

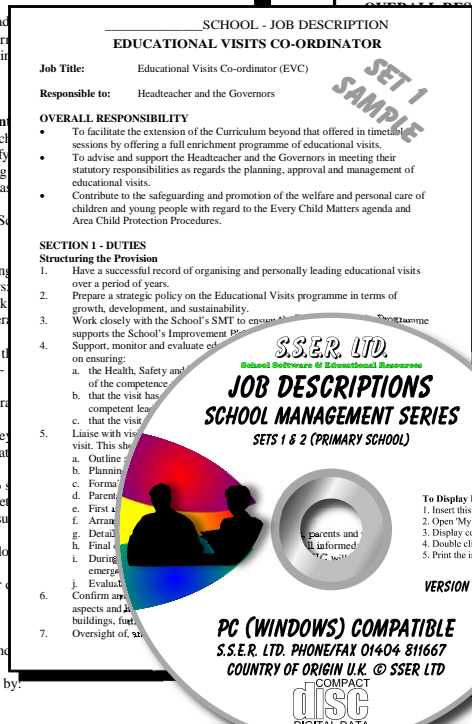
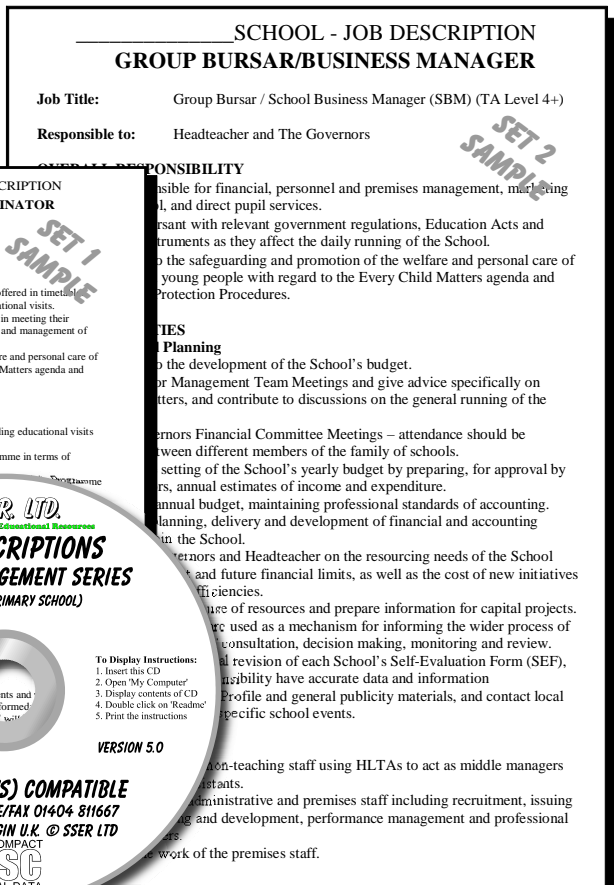
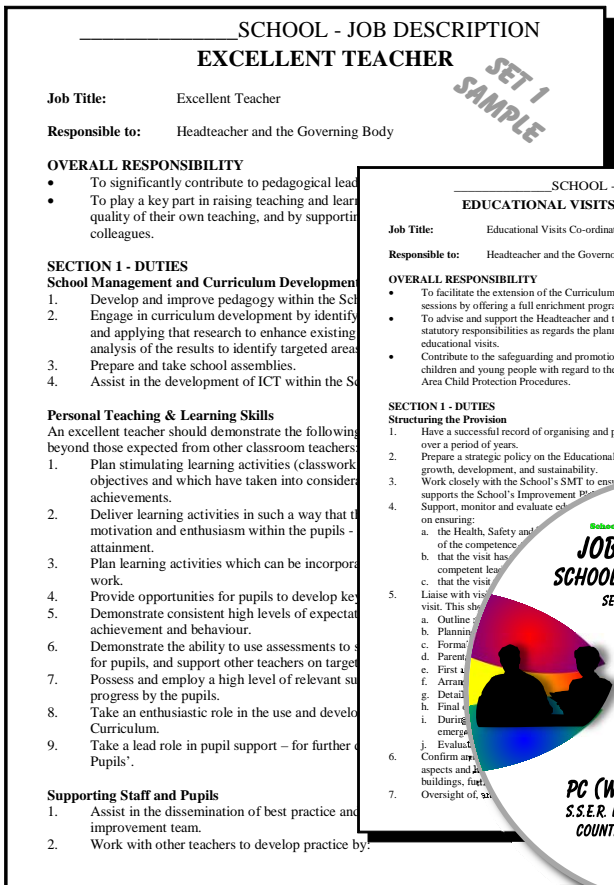
PRIMARY SCHOOL MANAGEMENT

JOB DESCRIPTIONS

- REVIEW & UPDATE CURRENT JOB DESCRIPTIONS
- SUPPORT PROFESSIONAL DEVELOPMENT
- EASILY PERSONALISE IN MICROSOFT WORD
- ENHANCE YOUR RECRUITMENT PROCESS



This comprehensive product covers most of the teaching and non-teaching responsibilities currently required within today's Primary school. Version 5.0 provides over 100 job descriptions including diverse roles such as Cover Supervisor, Cover/Timetable Co-ordinator, HLTA, Attendance Clerk, Peripatetic Teacher and Clerk to Governors. Deriving the content for a job description is a lengthy process - this product can save you much of that time! By using our structure and exemplar material you can easily write your own distinct job descriptions - simply 'cut, paste & personalise' whole descriptions or sections to match your own specific needs. The descriptions are succinct and follow a common whole school management structure, allowing you to support continuing professional development, and to help in the time consuming annual review and evaluation processes.





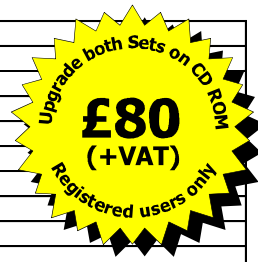
FOCUSING ON THE SENIOR LEADERSHIP TEAM, TEACHING & LEARNING PLUS 20 ADDITIONAL KEY RESPONSIBILITIES INCLUDING PASTORAL.

Teaching Roles - 17 Jobs
Headteacher
Headteacher - with a class
Headteacher - some teaching
Deputy Headteacher
Deputy Headteacher - with a class
Deputy Headteacher - some teaching
Assistant Headteacher - with a class
Assistant Headteacher - some teaching
Advanced Skills Teacher (AST)
Excellent teacher
NQT Induction Process
SEN Teacher
Class Teacher - Generic
Class Teacher - Foundation/Reception
Class Teacher - Yr 2 Additional Duties
Class Teacher - Yr 6 Additional Duties
Peripatetic (Music)

Additional Responsibilities - 20 Jobs
Teaching & Learning Manager
Inclusion Co-ordinator
e-Learning Co-ordinator
EAL Co-ordinator
KS1 Co-ordinator
KS2 Co-ordinator
Gifted & Talented Co-ordinator
Induction Tutor for NQT
CPD Co-ordinator
INSET Co-ordinator
Key Skills Co-ordinator
Extra Curricular Learning Co-ordinator
Educational Visits Co-ordinator
Extended Schools Co-ordinator
Professional Tutor for ITT
Recruitment Strategy Manager
Mentor for NQT
Behaviour Manager
Cover/Floating Teacher
Raising Boys' Achievement

Lead Learners - 17 Jobs
Lead Learner - Generic
Art & Design/Creative Arts
CPSHE
Design & Technology
Drama
French/Languages (MFL)
Geography
History

ICT
Literacy
Music
Numeracy
P.E. & Dance
Performing Arts
R.E.
Science
SENCO



SCHOOL - JOB DESCRIPTION

EAL CO-ORDINATOR

Job Title: EAL Co-ordinator

Responsible to: Headteacher

OVERALL RESPONSIBILITY

- To be responsible, on a day-to-day basis, for the provisions made by the School for pupils for whom English is an additional language.
- To liaise with Extended Schools Coordinator and work with communities and agencies to overcome problems outside the classroom that affect learning.
- To work with other designated professionals to raise educational expectations of all minority ethnic pupils.
- To work with designated professional to monitor ethnic attainment.

SECTION 1 - DUTIES

Identification, Assessment and Support

- Produce an induction programme for new arrivals at the School for whom English is an additional language, and to welcome the pupils to all of the languages of the School.
- Create a welcoming and supportive environment which will encourage EAL pupils feel respected, and to participate fully in all areas of school life.
- Provide EAL pupils with continuous support by means such as a Buddy System, EAL section of the School website, named EAL link teachers and e-Tutor.
- Organise the initial assessments of pupils' language development.
- Establish, in conjunction with the data manager and others, an ethnic monitoring system that positively identifies learning problems and assists others to design strategies to overcome shortcomings in provision.
- Manage the online English course which pupils can access from the comfort of the library, or even their own home. The course should facilitate pupils learning at their own pace.
- Supervise the awarding of certificates for the successful completion of the online English course.

Liaison

- Liaise with outside agencies, parents and other professionals as necessary.
- Provide professional guidance and support for staff in relation to EAL issues, thus assisting to develop high quality teaching and learning, along with effective use of resources, bringing about improvement in language acquisition for EAL pupils.
- Organise termly review meetings for EAL pupils – the pupils and their parents should attend.
- Assist with home-school communication as necessary developing strategies to increase parental involvement.
- Arrange for translators or interpreters to be employed when necessary to assist in any aspect of school organisation, e.g. parents evenings, meetings regarding admissions, etc.

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Many job descriptions have been enhanced to take account of current and forthcoming initiatives. This resource supports Phase 3 of the National Workforce Agreement and the 2006 TLR initiative. If your school spans the Primary and Secondary phases then you may also be interested in our Job Descriptions for Secondary Schools (118 JDs provided in two sets) - please call for a personal quotation.

SCHOOL - JOB DESCRIPTION

KEY STAGE 2 CO-ORDINATOR

Job Title: Key Stage 2 Co-ordinator

Responsible to: Headteacher and the Governing Body

OVERALL RESPONSIBILITY

- To be a member of the Strategic Planning Committee with specific responsibility for co-ordinating teaching and learning within Key Stage 2.
- To oversee general pupil welfare and deal with incidents related to behaviour and well being within the Key Stage 2 cohort.
- To liaise with Extended Schools Coordinator and work with communities and agencies to overcome problems outside the classroom that affect learning.
- To work with other designated professionals to raise educational expectations of all pupils, including minority ethnic pupils.
- To work with designated professionals to monitor identified cohorts of pupils, including those with SEN, underachievers and ethnic minority pupils.
- To use Leadership and Management (LM) time effectively for these purposes. A reasonable proportion of timetabled time will be designated as Dedicated Leadership and Management (LM) time, and it will be allocated in blocks of no less than 30 minutes.

SECTION 1 - DUTIES

Supporting Teachers

- Effectively manage a team of Key Stage 2 staff in order to maintain and improve the quality of teaching and learning within the School, and to support staff in achieving a good Work/Life balance.
- Liaise with other staff on the effective deployment of any Teacher Assistants or class helpers. This does not imply any line manager responsibilities but facilitates the best deployment of human resources.
- Update class teachers on changes to the School's policies.
- Support other staff in the preparation and conduction of year assemblies as well as personally preparing and taking such assemblies.

Supporting Pupils and Parents

- Identify barriers to progress and put in place strategies that support individuals and groups/cohorts of pupils.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures.
- Have a good personal knowledge of all the pupils within Key Stage 2.
- Organise and promote activities within the appropriate year groups.
- Assist in the organisation of parents' evenings.
- Establish good working relationships with the parents of pupils within Key Stage 2.
- Ensure that parents are contacted as appropriate about poor attendance or behavioural problems and liaise with any external agency or family support worker to promote social inclusion.

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SCHOOL - JOB DESCRIPTION

THE HEADTEACHER

Job Title: Headteacher

Responsible to: The Chair of the Governors, the Governing Body and the LEA

OVERALL RESPONSIBILITY

- To create and maintain a positive ethos and provide a strong sense of educational vision and leadership to the School community - providing high quality teaching and learning for all pupils and thus ensuring the School's success, development and continued improvement.

SECTION 1 - DUTIES

Leadership And Managing Staff

- Use Leadership and Management (LM) time effectively for these purposes. A reasonable proportion of timetabled time will be designated as Dedicated Headship (DH) time, and it will be allocated in blocks of no less than 30 minutes. On a day-to-day basis, manage and lead staff providing clear direction to improve teaching and learning outcomes.
- Regularly review the roles of staff in the light of the National Agreement for school workforce, and ensure the suitable allocation of administrative tasks to non-teaching personnel.
- Ensure the staffing structure fulfils the needs of the school in line with *The Education (Review of Staffing Structure) (England) Regulations (SI 2005 no 1032) (06/05/2005)* designating teaching and learning responsibilities and with full implementation by the end of 2008.
- Identify ways to implement *Every Child Matters* (ECM) to ensure well being in childhood and later life through the five outcomes (being healthy, staying safe, enjoying and achieving, making a positive contribution and enjoying economic well-being).
- Ensure that all pupils achieve sustained improvement in their intellectual, spiritual, social, moral, cultural and physical development and respond to the diversity of pupil experiences.
- Create a caring ethos of high regard and mutual respect which maximises excellence and achievement from all, and a vision which inspires and motivates the whole school community.
- Develop a learning culture that encourages all pupils and staff to take responsibility for their own learning and work towards a life-long learning ideal.
- Provide for the social and pastoral development of the pupils to complement their academic work.
- Lead effectively by example, inspire and motivate the whole school community, in order to secure a shared commitment to the vision and forward direction of the School.
- Ensure that whole school community, practices and policies actively support the aims of the School.
- Ensure efficient and effective management and administration that delivers the needs of the school community in which all members feel valued.

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FOCUSING ON TEACHER ASSISTANTS, CURRICULUM RESOURCE SUPPORT, CHILD WELFARE, ADMINISTRATIVE AND ORGANISATIONAL SUPPORT.

Teacher Assistants - 25 Jobs
HLTA/Senior Support Assistant (Level 1)
HLTA/Senior Support Assistant (Level 2)
Teacher Assistant - Special Needs (Level 3)
Teacher Assistant (Level 1)
Teacher Assistant (Level 2)
Teacher Assistant (Level 3)
Cover Supervisor (Level 3)
Learning Mentor (Level 3)
Learning Mentor - Team Leader (Level 4)
Design & Tech. Technician - Assistant (Level 1)
Design & Tech. Technician - (Level 2)
Design & Tech. - Senior (Level 3)
Design & Tech. - Team Leader (Level 4)
IT Technician - Assistant (Level 1)
IT Technician - (Level 2)
IT Technician - Senior (Level 3)
IT Technician - System Manager (Level 4)
Science Technician - Assistant (Level 1)
Science Technician - (Level 2)
Science Technician - Senior (Level 3)
Science Technician - Team Leader (Level 4)
Reprographics Technician (Level 2/3)
Senior Librarian (Level 3)
Assistant Librarian (Level 2)
Swimming Development Officer

Administration/Premises - 17 Jobs
Group Bursar
Assessment and Exam Co-ordinator
Cover Co-ordinator
Data Manager
Timetable Manager
Administrative Assistant/Receptionist Level 1
Administrative Secretary/Receptionist Level 2
Headteacher's P.A. (Level 3)
Assistant Cook
Catering Assistant
Catering Manager
Health & Safety Co-ordinator
Site Manager
Site Manager Assistant
Cleaner
Swimming Pool Manager

Additional Roles - 5 Jobs
Chair of Governors
Clerk to the Governors
Governor
Teacher Governor
School Improvement Partner



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Child Welfare/Health/Protection - 6 Jobs
Person Responsible For Young Carers
Person Responsible For Looked-after Children
Person Responsible for Child Protection
School Nurse
Midday Supervisor/School Meals Supervisor
Attendance Officer

SCHOOL - JOB DESCRIPTION

TEACHER ASSISTANT - SEN (TA Level 3)

Job Title: Teacher Assistant – SEN (TA Level 3)

Responsible to: Headteacher, SENCO and Designated Teachers

OVERALL RESPONSIBILITY

- To assist in the support and inclusion of SEN pupils within the School by addressing the special educational needs of pupils, and contributing in a more general manner to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda – especially SEN annual review meetings.
- Support and complement the work of other teachers by:
 - Preparing resources for the lessons such as differentiated worksheets.
 - Responding to individual needs by personalising resources for an individual or a small group.
 - Supporting the teacher in behaviour management and reinforcing agreed rules in working with pupils.
 - Assisting with assessing, recording and reporting (including verbal feedback to teacher and parents) on pupil progress and attainment. N.B. Work should always be marked against set criteria.
 - Planning with a teacher specific strategies and targets for improvement, e.g. assist in the compilation, implementation and review of IEPs.
- Be familiar with a range of resources suitable for individual or small group needs, and use them to ensure pupil motivation.
- Work with and act upon guidance provided by members of the SEN team, and other professionals such as Speech Therapists and Educational Psychologists. In accordance with the School's policies and procedures, report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the teaching staff.
- Liaise with the SEN team and class teachers regarding progress made, problems arising, and any difficulties with accessing work and/or resources.
- Be punctual and begin and end withdrawal lessons on time.
- Set a good example in terms of personal presentation, attendance and punctuality.
- Comply with all school policies – particularly those on child protection, Health and Safety, confidentiality and data protection.

SECTION 1 - DUTIES

Support & Deliver Learning – Supporting Teachers

- Work effectively as part of the SEN team and with other teaching staff in addressing the special educational needs of pupils, and contributing in a more general manner to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda – especially SEN annual review meetings.
- Support and complement the work of other teachers by:
 - Preparing resources for the lessons such as differentiated worksheets.
 - Responding to individual needs by personalising resources for an individual or a small group.
 - Supporting the teacher in behaviour management and reinforcing agreed rules in working with pupils.
 - Assisting with assessing, recording and reporting (including verbal feedback to teacher and parents) on pupil progress and attainment. N.B. Work should always be marked against set criteria.
 - Planning with a teacher specific strategies and targets for improvement, e.g. assist in the compilation, implementation and review of IEPs.
- Be familiar with a range of resources suitable for individual or small group needs, and use them to ensure pupil motivation.
- Work with and act upon guidance provided by members of the SEN team, and other professionals such as Speech Therapists and Educational Psychologists. In accordance with the School's policies and procedures, report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the teaching staff.
- Liaise with the SEN team and class teachers regarding progress made, problems arising, and any difficulties with accessing work and/or resources.
- Be punctual and begin and end withdrawal lessons on time.
- Set a good example in terms of personal presentation, attendance and punctuality.
- Comply with all school policies – particularly those on child protection, Health and Safety, confidentiality and data protection.

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Great care has been placed in phrasing the different levels of responsibilities for Teacher Assistants and Support Staff. We have included job descriptions for the four new levels of Technician - e.g. Assistant IT Technician, IT Technician Levels 1 & 2 to Systems Manager. Many new and current job descriptions have been introduced, e.g. School Improvement Partner.

SCHOOL - JOB DESCRIPTION

CLERK TO THE GOVERNING BODY

Job Title: Clerk to the Governing Body

Responsible to: Chair of Governors and Governing Body

GENERAL DESCRIPTION

To advise the Governing Body on the constitutional matters, duties and powers that exist within the present legislative framework.
 To ensure the continuity of the Governing Body business, maintaining both public and confidential records of all matters.

Duties - Advice

- Work with the Headteacher/Chair in obtaining advice from the Governors Support Unit (LEA) pertaining to Instruments and Articles of Government, various Education Acts, School Government Regulations, relevant legislation, standing orders and procedural matters relating to the Governing Body.
- Maintain access to legal advice support, and guidance for the Governing Body.
- Keep an accurate record of terms of office and inform the Chair and relevant governor, with a term's notice, of the expiry date of their term of office thus enabling new appointments (or re-election) to be made in good time.
- Inform the Chair and LEA of any resignations/appointments/disqualifications as they become known to the clerk.
- Send a welcoming letter to new governors and a letter of thanks to retiring governors.
- Advise the Governing Body on the content of the School Prospectus and Annual Report to Parents.
- Provide or procure up-to-date knowledge of current educational legislation affecting school governance.
- Advise the Chair and Headteacher on procedures related to the election of new governors.
- Advise and support governors taking on new roles, e.g. Chair to Governing Body or a sub-committee.

Duties - Meetings

- Work effectively with the Chair of Governors and Headteacher to organise and prepare for full meetings of the Governing Body (does not include committees), e.g. by sending draft agenda items to the Chair and Headteacher for consideration, amendment and approval.
- Copy and distribute to all governors, agenda and relevant papers at least 14 days in advance of all meetings.
- Take notes at Governing Body meetings to enable written minutes to be prepared, including the names of persons responsible for any agreed actions.
- When governors are absent from a meeting, any relevant papers from that meeting should be marked for their attention and then posted on.
- Send the draft minutes to the Headteacher and Chair within 7 days of the meeting.
- Once minutes have been approved by the Headteacher and Chair, they should be copied and distributed to all governors and the LEA within 7 days of approval.

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SCHOOL - JOB DESCRIPTION

NAMED PERSON FOR CHILD PROTECTION

Job title: Named Person for Child Protection

Responsible to: The Headteacher

OVERALL RESPONSIBILITY

To ensure that children and young people are provided with a safe, secure and caring environment which offers consistency and continuity of care.

DUTIES - SCHOOL BASED

- Co-ordinate, monitor and evaluate child protection action within the School, ensuring that all staff are aware of their responsibilities in relation to child protection.
- Ensure that the welfare of children is of paramount concern, that their individual needs are identified and that staff are sensitive to the wide diversity of circumstances and backgrounds.
- Ensure a child's right to be protected from avoidable harm, abuse and neglect is upheld.
- Develop and agree school policies and procedures within the local authority guidelines for Child Protection.
- Undertake staff training and development on thresholds for intervention and referral procedures.
- Ensure all staff have access to copies of child protection procedures, and that all cases of suspected abuse are reported in the appropriate manner.
- Keep the Headteacher informed of general child protection issues, those on the Child Protection Register and details of ongoing individual child protection cases.
- Advise the Headteacher on child protection input into the Curriculum.
- Support staff in school to whom children have disclosed abuse.
- Keep the Child Protection Register up-to-date.
- Ensure systems are in place to forward information on pupil transfer.

DUTIES - LIAISON

- Liaise and work with all agencies and professionals to protect children from abuse and neglect, and to minimise any adverse consequences of abuse.
- Participate in Case Reviews where a child has been harmed and abuse/neglect is confirmed or suspected.
- Raise awareness in the broader School community of the need to safeguard children.

CONTINUING PROFESSIONAL DEVELOPMENT

- Regularly attend training on child protection so that awareness is raised on the signs and symptoms of abuse, in order to effectively advise teaching and non-teaching staff.
- Attend child protection conferences and/or submit a written report to a conference.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: _____ Revision Number _____
 Approved by: _____ Revision Date: ____/____/____

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SCHOOL - JOB DESCRIPTION
ADMINISTRATIVE SECRETARY (TA Level 2)
Job Title: Administrative Assistant TA Level 2 (Secretary)
Responsible to: Headteacher, The Governors and The Office Manager

OVERALL RESPONSIBILITY

- To assist in the effective and efficient running of the School
- To act as a first point of contact with the School for parents and the community
- Contribute to the safeguarding and promotion of the welfare of children and young people with regard to the *Every Child Matters* Child Protection Procedures.

DUTIES - ADMINISTRATIVE

- Undertake general secretarial/receptionist duties - acting as first point of contact with the School, responding to enquiries and passing appropriate messages/information to staff.
- Receive all visitors and deliveries, inform appropriate staff and sign into the School and are given security badges.
- Support the administration of departments and the Senior Leadership, general word-processing skills and general secretarial help be required for word-processing for Lead Learners/Departmental Administrators.
- Support the finance officer/bursar with routine financial administration.
- Manage the School lettings and the lettings budget.
- Collect pupil contributions for trips and activities, and check that they are correctly recorded.
- Co-ordinate information for pupil transfer, respond to enquiries written, for school profile and other information, and show procedures around school.
- Support the management of formal, and informal communications.
- Aid in opening and distribution of incoming mail and despatch of outgoing mail.
- Act as a link filter for all support staff through the internal communication system.
- Collate, prepare, update and oversee the School calendar.
- Collate, prepare, and distribute to teachers, annual reports to parents and other reports.
- Collect pupil contributions for trips and activities, and check that they are correctly recorded.
- Book INSET, educational visits and associated transport for external courses.
- Electronically read computer based registers.
- Assist in the general maintenance of records and data.
- Maintain computer-based pupil records and produce reports.
- Receive from the Clerk to Governors, a copy of minutes, and duplicate and post them to the Clerk to Governors.
- Work with the Headteacher/Chair of Governors on the arrangements for emergency meetings, unless the Clerk to Governors has a normal role.

SCHOOL - JOB DESCRIPTION
LEAD LEARNER - SUBJECT/CURRICULUM AREA - GENERIC
Job Title: Lead Learner Department- Generic
Responsible to: The Headteacher / D/H Teaching and Learning /and SLT/Link

OVERALL RESPONSIBILITY

- To provide clear, cohesive leadership and direction in teaching and learning in the subject area and manage and motivate teaching and support colleagues in developing innovative teaching strategies to enhance the quality of teaching, learning and achievement.
- To build and develop a subject specialist team, working to enhance the teaching skills of others through ensuring continued professional growth and career development for staff.
- To contribute to the strategic development of the school by implementing whole school new initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets as well as meeting the requirements of *Every Child Matters*.
- To take responsibility and be accountable for pupil attainment and achievement, by tracking pupil progress and supporting individual pupils' learning needs.

SECTION 1 - GENERAL MANAGEMENT DUTIES

Leadership

- Contribute to the overall strategic direction and delivery of the school's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the organisation.
- To champion best practice in this area, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.
- Scrutinise and monitor the performance and effectiveness of the Department in delivering the School's aims and objectives.
- Play a major role in the School's middle management structure, assisting the Headteacher in creating a vision, sense of purpose and pride about the Department and its work.
- Contribute to the School Evaluation Form and ensure the Department contributes towards the setting of targets and works towards achieving them.
- Demonstrate strong leadership as a middle manager, through strategic and analytical capabilities, in the development of all aspects of the School, including its policies and their implementation.
- Proactively devise and implement departmental rules and procedures within relevant school policies.

Co-ordinate the production and maintenance of the Department handbook, and implement, monitor and evaluate all of its policies and documentation.

Lead, direct and develop staff for the continuous improvements in the quality of teaching and learning by motivating and enabling colleagues to share best practice across the department.

Assist class teachers to group and set pupils by subject ability in accordance with Higher Standards, *Better Schools For All* (October 2005).

SET 2 SAMPLE

SET 1 SAMPLE

Version 5.0
 CURRENT VERSION
 107 JOB DESCRIPTIONS

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