



CHESHAM PREPARATORY SCHOOL JOB DESCRIPTION

SENIOR MASTER/MISTRESS WITH RESPONSIBILITY FOR TEACHING AND LEARNING

Reports to: The Headmaster

1. General Responsibilities

- Be responsible for all aspects of the school's academic provision, including its curriculum, planning, development, delivery, assessment and monitoring.
- Be responsible for the school's academic administration, including timetabling, resources, parental liaison, staff training and liaison with external agencies.
- The Senior Master/Mistress is a member of the Senior Management Team (SMT) and has responsibility as direct line manager for all Heads of Department.

2. Administration

- Have a full working knowledge of the PASS/3SYS database, both academic and reporting modules.
- Administer the academic budget, keeping accurate records.
- Collate academic returns for annual censuses and data returns (ISI).
- Oversee, with the Deputy Head and SMT, the production and collation of all documents in preparation for inspection.

3. Curriculum Policy and Development

- Draw up a clear policy for curricular provision within the school, ensuring that this is coherent and consistent with school policy.
- Take overall responsibility for curriculum planning and implementation, liaising as appropriate with the Headmaster and Heads of Department.
- Convene, chair, and produce minutes of regular meetings of Heads of Department for the purpose of developing the curriculum and disseminating and discussing curricular issues.
- Encourage, develop and monitor cross-curricular initiatives.
- Report to the Governing body each term (Educational and Pastoral Committee) on curriculum developments, initiatives and the quality of education.

4. Curriculum Delivery, Assessment and Monitoring

- Monitor the work of Heads of Department and individual staff in ensuring that the curriculum is delivered effectively and appropriately to all pupils, taking appropriate corrective action as necessary.

- Coordinate the provision of information to the Headmaster relating to classroom teaching issues, for appraisal purposes.
- Oversee the school's policy for the recording and reporting of pupil progress, based on regular assessments and reports.
- Track the progress of individuals, class and year groups as they progress through the school and provide feedback to the Headmaster, SMT and Governors.
- Analyse data, in liaison with the Heads of EYFS, Junior School and Senior School, to raise standards and address any issues of under-performance.
- Regularly sample pupil work and conduct pupil surveys in order to monitor the performance of individual colleagues and departments.

5. Academic Liaison

- Ensure effective liaison with the Heads of EYFS, Junior School and Senior School (Curriculum Committee).
- Liaise with the Head of Learning Support regarding the identification of, and provision for, pupils requiring academic support.
- Liaise with the Gifted and Talented lead regarding the identification of, and provision for, pupils requiring extended learning activities to provide for their needs.
- Liaise with Buckinghamshire County Council over procedures for 11+, 12+ and 13+ entry to state schools.
- Obtain, and disseminate to the appropriate staff, curriculum-related material and information on courses/staff training/professional development.

6. Staff Performance Management and Development

- Coordinate the identification of staff professional development needs and seek to coordinate appropriate training.
- Maintain detailed records of individual staff development and training.

7. The Timetable

- Oversee the annual production and revision of an effective and workable timetable, ensuring that it is published in the second half of the summer term preceding its implementation.
- Liaise with the Heads of Senior and Junior School and the Head of EYFS to implement subject specialist timetables across all year groups.
- Ensure class timetables are in line with the Curriculum Policy and subjects have sufficient time allocation.
- Look to ensure equitable and balanced staff workloads and monitor these.

8. Homework

- Produce an annual homework timetable, in keeping with school policy.
- In conjunction with Heads of Department, monitor the setting, management and marking of homework.

9. Parents Meetings

- Advise and guide parents, where appropriate, regarding curriculum issues.
- Respond to, and investigate where appropriate, parental concerns regarding the curriculum, standards of teaching and the academic management of pupils.

10. Support for the School

- Contribute to the promotion of positive relationships, ethos and behaviour within the classroom and the school as a whole.
- Ensure confidentiality regarding information on children.
- Carry out duties of a supervisory nature of pupils, both on and off site.
- Attend weekly staff meetings and pre-term Inset training days.
- Be aware of and comply with school policies and procedures.

11. Professional Development

- Strive for personal and professional development through active involvement in the school's staff professional development and review scheme.

12. Discipline, Safeguarding and Health and Safety

- Maintain good order and discipline among the pupils and safeguard their health and safety, both when at school and when they are engaged in school activities elsewhere.
- Take part in safeguarding training, adhere to safeguarding policies and report any safeguarding concerns however small to the designated safeguarding lead or another relevant member of staff.
- Ensure the highest standards of safety and safe methods of working in such areas where potential hazards exist.
- Encourage pupils to take good care of books, equipment and all property at the school, making them aware that they will be charged for any damage inflicted on school property.
- Take reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Headmaster, the Bursar and members of the SMT in order to enable the governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

13. Professional Standards

- Be professional at all times. Support the school by fostering and promoting the school ethos, values and standards.
- Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Demand high standards of work and behaviour and, where these are not observed, use encouragement and where necessary sanctions to obtain the required improvement.
- Communicate regularly and freely with other members of staff; exchanging views on teaching methods and individual children. Embrace new practices as and when appropriate.
- Observe the school's code of professional conduct.
- Maintain acceptably high personal standards of appearance, behaviour and punctuality, both in and out of the classroom. Set a good example for all children to follow

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