

## SENIOR TEACHER

### Line manager:

the Headmistress

The Senior Teacher is expected to:

- encourage high standards in every aspect of school life
- contribute to the effective and efficient management of the school
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.

The Senior Teacher will deputise for the Deputy Headmistress and the Headmistress in their absence, and will be a member of the Senior Management Team (SMT). She will support the work of the Deputy Headmistress and the Head of Primary. She will share responsibility for the welfare of staff with other members of the SMT.

Use the links below for a more detailed job description.

1. [School Policies & Procedures](#)
2. [The Curriculum](#)
3. [Student Academic Progress](#)
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### 1. School Policies and Procedures

*The Senior Teacher will:*

- support the aims of the School
- assist the Headmistress and Deputy Headmistress in setting the strategic direction of the School
- play a leading role in formulating policies and procedures
- ensure that school policies and procedures are carried out consistently
- play a leading role in monitoring the quality of teaching and learning which takes place in the school
- make sure that good practice is recognised and valued
- make recommendations on staff professional development and training which are linked to individual and school needs through mentoring and the school development plan
- support the priorities established in the School Development Plan
- assist in the induction of new staff

### 2. The Curriculum

*The Senior Teacher will:*

- ensure that the curriculum provides each student with a balanced programme suitable for her abilities, interests and needs in discussion with other members of SMT
- monitor and evaluate the whole curriculum (Years 7 - 13) each year and make recommendations to the Headmistress
- keep abreast of curriculum development in the UK, informing and advising the Headmistress and staff on new initiatives and trends in the design and delivery of the curriculum
- read National Curriculum documents and keep the Headmistress apprised of changes which will impact upon the school
- distribute National Curriculum documents and other information regarding the school curriculum to staff and parents
- collate, print and distribute option booklets in Year 9 and in Year 11
- liaise with HOYs and HODs about student option choices
- take account of option choices in Years 9 and 11 and block the subjects accordingly in discussion with other members of SMT
- keep abreast of changes in the rules governing Ministerial Equivalency and update the Headmistress

- of any changes
- oversee the administration of the High School Diploma and associated matters (Diploma Project, SATs and TOEFL).

### **3. Student Academic Progress**

*The Senior Teacher will:*

- evaluate student performance in all internal (via HOYs) and external examinations (via HODs) and report her findings to the Headmistress
- keep parents informed of the academic progress of their children.

### **4. Reports**

*The Senior Teacher will:*

- liaise with the teacher responsible for reports
- liaise with network coordinator re: the production of reports
- draw up report schedules for students in Years 7 to 13
- monitor the reporting process
- review the assessment and reporting systems annually and suggest improvements
- arrange INSET for staff as needed to familiarise them with the reporting system

### **5. Primary - Secondary Liaison**

*The Senior Teacher will:*

- encourage contact between Primary and Secondary staff
- review any liaison that takes place
- monitor the effectiveness of links in easing the transition from Year 6 to Year 7
- liaise with the Head of Year 7 and HODs regarding the induction process for Year 6 girls coming into Year 7
- liaise with the Head of Year 7 regarding the organisation of the Parents' Evening for new Year 7 parents (for students entering in September) held in June.
- liaise with the Head of Year 7 regarding the production of the information booklet for new Year 7 students.

### **6. Safety Officer**

*The Senior Teacher will:*

- be aware of all health and safety regulations and guidelines
- create systems to ensure all alarms and fire fighting equipment are in working order
- ensure all lists for fire drills are up to date
- update the health and safety booklets as appropriate
- arrange INSET for staff as and when appropriate.

### **7. School Calendar**

*The Senior Teacher will:*

- construct the school calendar in consultation with the Headmistress
- update the school calendar and keep staff informed of any changes

### **8. Staff Handbook**

*The Senior Teacher will:*

- check and keep up-to-date all information in the Handbook and keep a working copy in the Staff Room and on the Intranet

### **9. Assemblies**

*The Senior Teacher will:*

- liaise with HOYs when deciding the dates of assemblies
- oversee the content and timings of assemblies in conjunction with the Arabic department and Year

teams.

## **10. INSET**

*The Senior Teacher will:*

- publicise general educational courses on the INSET board for staff
- do the initial evaluation of applications for courses and pass on completed paperwork for the Headmistress to give final approval
- encourage staff to complete course evaluation forms and offer in-school INSET when appropriate.