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SCHOOL MANAGEMENT SERIES

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This highly acclaimed product covers most of the responsibilities currently required or envisaged by today's Secondary school. The 118 job descriptions are conveniently provided in two distinct sets and cover specific roles such as Excellent Teacher, Data Manager, Cover/Timetetable Co-ordinator, HLTA, Cover/Floating Teacher, Attendance Clerk, etc. Deriving the content for a job description is a lengthy process involving much discussion - this product can save you much of that time and expense! By using our structure and exemplar material you can easily write your own distinct job descriptions - simply 'cut and paste' or adapt whole descriptions or sections to match your own specific needs. The descriptions are succinct and follow a generic 'whole school' structure that facilitates effective review and evaluation - thus supporting continuing professional development and helping in the annual review and evaluation processes.

SCHOOL - JOB DESCRIPTION
EXCELLENT TEACHER

Job Title: Excellent Teacher

Responsible to: Headteacher and the Governing Body

OVERALL RESPONSIBILITY

- To significantly contribute to pedagogical leadership within the School.
- To play a key part in raising teaching and learning standards through the quality of their own teaching, and by supporting the professional development of colleagues.

SECTION 1 - DUTIES

School Management and Curriculum Development

- Develop and improve pedagogy within the School.
- Engage in curriculum development by identifying relevant and applying that research to enhance existing practices
- analysis of the results to identify targeted areas for action
- Prepare and take school assemblies.
- Assist in the development of ICT within the School

Role within the Department

An excellent teacher should demonstrate the following beyond those expected from other classroom teachers:

- Plan stimulating learning activities (classroom objectives and which have taken into account previous achievements).
- Deliver learning activities in such a way that motivate and enthusiasm within the class.
- Plan learning activities which challenge the pupils.
- Provide opportunities for pupils to develop their own learning.
- Demonstrate consistent achievement and behaviour.
- Demonstrate the ability to work with pupils, and support other staff.
- Possess and employ a high level of professional progress by the pupils.
- Take an enthusiastic role in the use and development of the school.
- Take a lead role in pupil support - for further development of Pupils'.

Supporting Staff and Pupils

- Assist in the dissemination of best practice and be an analyst within the improvement team.
- Work with other teachers to develop practice by:

SCHOOL - JOB DESCRIPTION
HLTA 2/SENIOR SUPPORT ASSISTANT

Job Title: Higher Level Teacher Assistant (HLTA 2)

Responsible to: Headteacher, the Governors or SM Personnel

OVERALL RESPONSIBILITY

- To act as a line manager for a team of Teacher Assistants (TA).
- To complement the work of specific teachers by planning, preparing and delivering agreed learning activities under an agreed system of supervision.

SECTION 1 - DUTIES

Behaviour Management

Chair regular meetings with the managed TAs and ensure that the agenda and minutes. Minutes should be forwarded on to the Headteacher.

Chair T.A. meetings when there are relevant items on the agenda and appraisal of TAs and disseminate best practice.

Ensure the effective use of specialist and new resources.

Supporting Teachers

Implement the work of teachers by:

- Preparing lesson plans;
- Preparing resources for the lessons such as worksheets;
- Marking tests and exam invigilation;
- Reporting (including verbal feedback and meetings) on progress and attainment;
- Working with a teacher, strategies and targets for pupils.

Report to pupils, either in one-to-one, small group or whole class an agreed system of supervision. Technology, including the use of the School's policies and procedures, report to the appropriate staff on incidents of disruptive or unacceptable behaviour of pupils that may be reported to the teaching staff.

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SET 1
SAMPLE

SET 2
SAMPLE

SET 1
SAMPLE

SET 1
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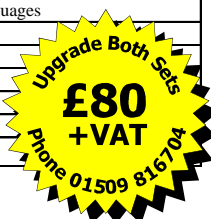


Teaching Roles - 11 Jobs
Advanced Skills Teacher
Excellent Teacher
Assistant Headteacher
Deputy Headteacher
Headteacher/Principal
NQT in Induction Process
Peripatetic - Music
Peripatetic - Languages
SEN Teacher
Subject Teacher
Cover/Floating Teacher

Lead Learners - 19 Jobs
Lead Learner - Generic
Art & Design
Business Studies
Careers
CPSHE Co-ordinator
Design and Technology
Drama
English
Geography
History
Home Economics/Food Technology
ICT Co-ordinator
Mathematics
Modern Foreign Languages
Music
Physical Education
Psychology
Religious Education
Science
SENCO

Additional Responsibilities - 18 Jobs
EAL Co-ordinator
CPD Co-ordinator/Professional Tutor
e-Learning Co-ordinator
Raising Boys' Achievement
Educational Visits Co-ordinator
Extended Schools Co-ordinator
Gifted & Talented Co-ordinator
Induction Tutor/Manager for NQT
INSET Co-ordinator
Key Skills Co-ordinator
Key Stage 3 (National) Strategy Manager
Literacy Co-ordinator
Numeracy Co-ordinator
Professional Tutor for ITT
Recruitment/Retention Strategy Manager
Subject Mentor for NQT
Work-Related Curriculum Co-ordinator
Teaching & Learning Co-ordinator

Pastoral Roles - 17 Jobs
Form Tutor - Generic
Form Tutor - Years 7, 8 & 9
Form Tutor - Years 10 & 11
Form Tutor - Years 12 & 13
Support / Co-tutor - Generic
Learning Co-ordinator - Generic
Learning Co-ordinator 7, 8, 9, 10 & 11
Director of Sixth Form
Inclusion Co-ordinator
Behaviour Manager



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Version 4.0 contains 21 new job descriptions and many others have been enhanced to take account of both current and forthcoming initiatives. These two comprehensive sets of job descriptions are compliant with Phase 3 of the Workforce Agreement and the 2006 TLR initiative.

SCHOOL - JOB DESCRIPTION GIFTED & TALENTED CO-ORDINATOR

Job Title: Gifted & Talented Co-ordinator

Responsible to: Headteacher, SLT

OVERALL RESPONSIBILITY

- To enhance the quality of education for pupils identified as gifted and talented.
- 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.

SECTION 1 - DUTIES

Strategic Management

- Introduce a different and discernible teaching and learning programme for gifted and talented pupils.
- Ensure a consistent approach to gifted and talented education through the School and across all aspects of its work.
- Audit the range of pupil needs and publish a regularly up-dated register.
- Monitor the identification of learning needs in subject departments, and strategies departments use for meeting such individual needs.
- Ensure coherent, integrated and sustainable educational provision across the age range and full range of racial, ethnic, religious groups and ensure all underachievement is identified from all social groups within the School.
- Take the lead role in the implementation of the policy.

Supporting Staff

- Work with others in developing teaching practices and maximise the use of resources to improve the quality of teaching and learning in the School.
- Lead and motivate the School's staff and initiate whole school activities related to gifted and talented pupils.
- Be familiar, and keep up-to-date, with the range of strategies for identifying different types of ability and support colleagues in applying the strategies.
- Ensure that gifted and talented pupils are considered and mentioned in school policies concerned with teaching and learning and in schemes of work and improvement plans.
- Ensure that Lead Learners evaluate their subject's provision for gifted and talented pupils in the annual planning and development cycle.
- Help staff to plan and build on existing skills and form clear, relevant and attainable targets for gifted and talented pupils setting a clear timetable and guidance for the annual review.
- Encourage staff to discuss the provision for gifted and talented pupils at staff/team/subject meetings and to share good practice and relevant experiences.
- Encourage staff to develop a portfolio of outstanding work and integrate this work with work on display across the School.
- Work with Lead Learners and the Librarian in considering gifted and talented pupils when purchasing subject related resources or those for the Library.

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SCHOOL - JOB DESCRIPTION COVER/FLOATING TEACHER

Job Title: Cover/Floating Teacher

Responsible to: Headteacher and SM - Personnel

OVERALL RESPONSIBILITY

- To teach cover lessons for absent teachers and to prepare a bank of materials for use within cover lessons for all subject areas.

SECTION 1 - DUTIES

Teaching and Learning

- 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.
- Register and actively teach the assigned class or classes to the best of their ability - using the instructions in the class folder.
- Follow the set work as left by the teacher or as directed by the Curriculum Co-ordinator.
- Give explicit learning objectives and outcomes using Assessment for Learning techniques (WALT and WILF) and ensure pupils are clear what they have to do in the lesson.
- Use a variety of teaching methods and learning strategies (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- Normally undertake only non-hazardous practical activities, e.g. cut & stick.
- Be aware of pupils with Special Educational Needs, medical conditions, potential behavioural problems and those identified as Gifted & Talented.
- Check entries in Homework Diaries and take action when necessary.
- Set homework when appropriate and/or requested by the absent teacher.
- Have high expectations of the pupils' behaviour, academic and social abilities, and set clear targets that are both realistic, measurable and which build upon prior knowledge or attainment.
- Maintain a high standard of discipline by the use of praise, rewards and sanctions, and thereby create an environment in which pupils feel safe, secure and confident. Particular attention should be paid to reinforcing and implementing the 'Code of Behaviour' and/or 'School Rules' and the 'Policy on Rewards and Sanctions'.
- Collate records of all rewards and incidents of inappropriate behaviour relating to pupils in the class and inform the relevant behaviour manager.
- Collect all work done during the lesson retaining it until it can be passed on to the class teacher, via the agreed route, upon their return. Also collect in-stock-check and return all equipment and apparatus to their correct location.
- Report any problems with the set work to SM Teaching and Learning - especially if it is inappropriate or below an agreed standard.
- Mark the work when requested to do so. Marking should be in accordance with the School policy.

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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)
Laboratory Technician - Assistant (Level 1)
Laboratory Technician - (Level 2)
Laboratory Technician - Senior (Level 3)
Laboratory Technician - Team Leader (Level 4)
Reprographics Technician (Level 2/3)
Senior Librarian (Level 3)
Assistant Librarian (Level 2)
Swimming Development Officer

Child Welfare/Health/Protection - 5 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

Administration/Premises - 18 Jobs
Bursar
Assessment Co-ordinator
Cover Co-ordinator
Data Manager
Examinations Officer
Timetable Manager
Administrative Secretary/Receptionist Level 1
Administrative Secretary/Receptionist Level 2
Headteacher's P.A./Office Manager (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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Great care has been placed in phrasing the different levels of responsibilities for Teacher Assistants and we have

included job descriptions for the four new levels of Science and ICT Technicians - from Assistant Technician to Systems Manager.

Many other job descriptions have been enhanced to take account of both current and forthcoming initiatives. As more job descriptions are added to the two sets, low cost upgrades will be available.

SCHOOL - JOB DESCRIPTION HEADTEACHER'S P.A. (TA Level 3)
Job Title: Headteacher's P.A./Office Manager (TA Level 3)
Responsible to: Headteacher and The Governors
OVERALL RESPONSIBILITY
<ul style="list-style-type: none"> To manage the running of the School Office in order facilitate the smooth functioning of the School on a day-to-day basis. To monitor the develop the procedures and systems of administration throughout the School, ensuring that the needs of the School are met giving the School a positive image in the local community. To support the Headteacher in the role of a Personal Assistant by effectively organising and administering his/her duties, ensuring that the Headteacher is kept fully informed of all administration issues within the School. To work with the Headteacher and Governing Body to actively market the School. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the <i>Every Child Matters</i> agenda and Area Child Protection Procedures.
SECTION 1 – DUTIES
Personnel Management
<ol style="list-style-type: none"> Directly manage all non-teaching staff using HLTAs to act as middle managers for the Teacher Assistants. Directly manage administrative and premises staff including recruitment, issuing contracts, training and development, performance management and professional conduct matters. Monitor the work of the premises staff and keep records of school maintenance programmes. Prepare contracts and other documentation related to the employment of all members of staff. Maintain an up-to-date database of personal records for all members of staff regarding absence, annual holidays, timesheets and personal details. Monitor staff sickness levels, considering and bringing to the Headteacher's attention implications for staffing. Liase with external users of the premises, setting fees and ensuring premises officer attendance at events. Set a good example in terms of personal presentation, attendance and punctuality. Supervise the payroll (ensuring staff are paid correctly and on time) and liaise with the LEA over such matters. Prepare staff payroll in line with posts of responsibility and national agreements on pay structures. Oversee the administrative element of staff recruitment, e.g. sending out job descriptions, application forms and school information.
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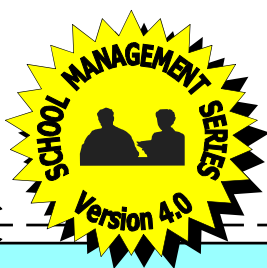
SCHOOL - JOB DESCRIPTION CHAIR OF GOVERNORS
Job Title: Chair of Governors
Responsible to: Governing Body
OVERALL RESPONSIBILITY
To ensure the governing body's affairs are conducted appropriately in line with current Statutory Instruments (The Education (School Government) (England) Regulations), and to help and encourage the Governing Body to work as a team.
DUTIES
<ol style="list-style-type: none"> To work with the headteacher and work together on school policies. To carry out any duties delegated by the governing body. To plan the year's cycle of meetings. To create committees and groups to develop new ideas and work out plans of action. To develop clear understanding of roles and responsibilities of committees, other governors and the professionals within the school. To ensure all governors accept collectively responsibility for all decisions taken at meetings. To ensure that all meetings are run effectively. To ensure that all items at meetings are introduced properly. To encourage governors to contribute to meeting agendas. To ensure that all decisions taken are minuted. To take responsibility for a second or casting vote where there is equal division of votes. To ensure the governing body holds at least one meeting in every school term. To sign the minutes (initial each page) at each meeting or next subsequent meeting subject to the approval of the governing body. To ensure agendas, draft minutes, signed minutes and reports are available and in place for the appropriate people. To take responsibility and ensure that all powers conferred and the duties imposed on governing bodies are carried out in the following areas: <ul style="list-style-type: none"> The requirement for collective Christian worship. Sex education in the school. Prohibition of political indoctrination and balanced treatment of political issues. Charges and remissions. Times of the school day and the dates of school terms and holidays. Governors Annual Report to parents. Formal Budget Plan. School Discipline Policies. Admission and appeal arrangements. Adoption and review of home/school policy. Headteacher and deputy headteacher selection panels. Appeals in case of cases of dismissal. Arrangements for collective worship. Approval of the school prospectus. To establish committees for Pupil disciplinary matters and admissions, buildings and premises, school effectiveness, personnel and school finance.
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SCHOOL - JOB DESCRIPTION LEAD LEARNER – GENERIC (DEPARTMENT)

Job Title: Lead Learner Department- Generic
Responsible to: The Headteacher / D/H Teaching and Learning /and

OVERALL RESPONSIBILITY

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

SECTION 1 - GENERAL MANAGEMENT DUTIES

Leadership

- Contribute to the overall strategic direction and delivery of the school objectives by providing advice, challenge, insights and experience to be beneficial to the activity and development of the organisation.
- To champion best practice in this area, demonstrating teaching skills leadership qualities necessary to command respect, and encourage raising standards.
- Scrutinise and monitor the performance and effectiveness of the Department delivering the School's aims and objectives.
- Play a major role in the School's middle management structure, assist Headteacher in creating a vision, sense of purpose and pride about the school and its work.
- Contribute to the School Evaluation Form and ensure the Department towards the setting of targets and works towards achieving them.
- Demonstrate strong leadership as a middle manager, through strategic analytical capabilities, in the development of all aspects of the School's policies and their implementation
- Proactively devise and implement departmental rules and procedures relevant school policies.
- Co-ordinate the production and maintenance of the Department handbook, implement, monitor and evaluate all of its policies and document them.
- Lead, direct and develop staff for the continuous improvements in the teaching and learning by motivating and enabling colleagues to share 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).

SCHOOL - JOB DESCRIPTION SENIOR LABORATORY TECHNICIAN (Level 3)

Job Title: Senior Laboratory Technician (TA Level 3)
Responsible to: Science co-ordinator, Teachers and Team Leader Technician

OVERALL RESPONSIBILITY

- To organise and supervise other science technicians.
- To co-ordinate the preparation of resources for teachers within the Science Department.
- To work with a class, providing appropriate one-to-one support for an individual pupil (including SEN pupils), or support for a small group of pupils of any ability and in any curriculum area.
- To complement the work of specific teachers by planning, preparing and delivering agreed learning activities under an agreed system of supervision.
- 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.

SECTION 1 - DUTIES

Stock Control and Maintenance

- Maintain apparatus and equipment, including construction and/or modification, and operate and maintain stock control of all goods to include perishables, chemicals, live animals and plants.
- Keep accurate legal records as regards alcohols, poisons, etc.
- Provide equipment and materials to support science practical teaching and remove it safely afterwards.
- Take responsibility for stock maintenance, control and safekeeping.
- Test new experiments.
- Clean and sterilise apparatus as necessary.
- Under supervision from the Team Leader Technician order stock, and check the deliveries.
- Look after animals, plants and any ongoing experiments during term and holiday periods.
- Purchase inexpensive items from the petty cash fund when required for lessons.

Support & Deliver Learning – Supporting Teachers

- Working under guidance, support and complement the work of teachers by:
 - working with the teacher to produce lesson plans;
 - working with the teacher to prepare resources for the lessons such as differentiated worksheets;
 - planning collaboratively with a teacher, strategies and targets for improvement;
 - delivering learning activities either in one-to-one, small group or whole class activities – always under the guidance of the teacher(s). Technology, including distance learning, should be used to assist in the delivery of the learning activities.
 - administering and marking tests and exam invigilation.

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