



Job Description – Year Group Leader and Class Teacher

“The essential quality of a school leader is to provide all teachers with an example, which demonstrates the commitment required to achieve excellence and school improvement.”

Purpose of post:

- To lead an assigned year group to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils through a creative and rigorous curriculum.
- To take an active and positive role in the development of curriculum attainment and progress within your year group and as a member of the extended leadership team.
- To promote the wellbeing of staff and pupils with particular reference to your year group team.
- Lead and co-ordinate the work of the assigned year group, ensuring all statutory and school assessments are undertaken and to be accountable for standards within the year group.
- To lead on a specific area(s) of the curriculum across the school.

Main duties and responsibilities:

- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.
- Act as an ambassador for the school and positively engage with the wider school community.
- Be an excellent practitioner who is an example to staff, pupils and parents in terms of:
 1. High personal standards of classroom practice
 2. Providing stimulating and challenging learning environment
 3. Excellent subject knowledge of mathematics and English
 4. The ability to plan, assess and evaluate to a high standard
 5. High expectations of pupil achievement
 6. Commitment and professionalism
 7. Organisational and school operation skills
 8. Excellent leadership, understanding of assessment and data analysis. Share responsibility for, and be pro-active in, the day to day management of the assigned year group.
- To observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of yourself, other staff and pupils
- Collaborate, cooperate and support roles of colleagues, in achieving the school priorities and targets, and monitor the progress towards meeting them.

- Be responsible for the welfare and safeguarding of children and young people. Ensure the promotion of equal opportunities in all aspects of school life.
- Lead staff meetings relevant to subject responsibility
- Attend Extended leadership Year Group team meetings as required and report to staff and governors as necessary.

Specific Responsibilities

- Lead and co-ordinate the work of the assigned year group, being responsible for the quality of learning, pupil progress and standards.
- To monitor teaching and learning, planning, pupils' work, progress and behaviour in order to raise standards in your year group and subject responsibility.
- Work closely with other members of SLT and curriculum leaders, to ensure that standards, achievement, actions and developments are monitored to raise the levels of achievement of pupils.
- Provide written reports when required.
- Ensure that all staff in assigned year groups understand the curriculum area you are responsible and how this subject(s) is/are planned for, delivered and assessed within their year group, ensuring progression across the school.
- Ensure the appropriate induction of pupils into the assigned year group.
- Ensure that regular PPA meetings are held.
- Prepare progress meetings and reports as appropriate.
- Liaise with leadership team and co-ordinate the deployment of staff, students and volunteers within your year group.
- Ensure appropriate arrangements for statutory and non-statutory assessment are in place and carried out.
- In liaison with the Headteacher and Senior Leadership Team, use the results of pupils' assessments and achievements to provide support and monitoring for underachieving pupils or groups.
- Lead, develop and monitor effective continuity and progression for the transition of pupils to/from year groups.
- Ensure that parents are well informed about the curriculum, targets, children's progress and attainment.

This job description will be reviewed annually as part of the performance managements review process, or more frequently if necessary. It may be amended at any time after consultation with the headteacher and post holder.

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher status. 	<ul style="list-style-type: none"> • Evidence of recent professional development in preparation for a leadership role.
Experience and Skills	<ul style="list-style-type: none"> • Experience of working in relevant key stage • A working knowledge of strategies and techniques for raising pupil attainment generally including different groups of pupils such as SEN. • Experience of a range of summative and formative assessment procedures. • Experience of working with and using the statutory framework within which they work. • Experience of leading a subject. 	<ul style="list-style-type: none"> • Experience of working in the cross key stage. • Experience of SATs or Foundation Stage Profiling. • Active involvement in the development of school policies. • Experience of successful line management and staff development. • Experience of school development planning.
Data analysis	<ul style="list-style-type: none"> • Ability to analyse, interpret and act on test data. 	<ul style="list-style-type: none"> • Experience of target setting. • Experienced in using Assessment Manager. • Experience of monitoring data across a year group.
Improving teaching and learning	<ul style="list-style-type: none"> • An outstanding classroom practitioner • Knowledge and experience of a range of teaching and learning styles and strategies including ICT. • Understanding of high-quality first teaching, and the ability to model this for others and support others to improve. 	<ul style="list-style-type: none"> • Experience of organising/delivering teacher or support staff training. • Experience of undertaking performance management. • Experience of observing and evaluating the quality of learning and teaching. • Experience of mentoring or supporting colleagues.
Working with People	<ul style="list-style-type: none"> • Strong interpersonal skills: ability to lead, motivate, challenge and inspire colleagues and give feedback in a supportive manner. • Able to build team capacity. • Able to establish credibility with all staff. • Able to establish positive relationships with parents, carers and governors. 	<ul style="list-style-type: none"> • Experience of working with other agencies or organisations.
Resource Management	<ul style="list-style-type: none"> • Proven ability to maximise resources. 	<ul style="list-style-type: none"> • Able to maximise potential of all staff
Knowledge of education	<ul style="list-style-type: none"> • Vision of education in a wider context. 	<ul style="list-style-type: none"> • Experience of wider reading and educational issues.

**Key skills,
qualities
and attributes**

- High expectations and a commitment to raising standards of attainment.
- Commitment to equal opportunities and equal value for students and colleagues.
- Resilient, cheerful and positive.
- Able to embrace change and help others to manage the change process.
- Excellent organisational and personal management skills.
- Able to work effectively as part of teams at all levels.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the situation.
- Able to work independently and proactively.

- Reflective of practice and implementing change.