



JOB DESCRIPTION

Year Leader / Classroom Teacher

In addition to the responsibilities set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Responsible to: Heads of School & Assistant Head Teachers

Responsible for: Core Subject and Year Group

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 the school as a member of the leadership team.
- To promote the wellbeing of staff and pupils in the school with particular reference to 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 with the year group.
- To lead on a specific area 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.
- To work as part of the Leadership team in the process of devising, implementing, monitoring, assessing and evaluating the curriculum provision, implementation of teaching and learning for the school, including areas of staffing, curriculum resourcing, pupil behaviour and achievement.
- Act as an ambassador for the school and positively engage with the wider school community.
- Challenge poor performance in any area of the school's activity.
- 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 a 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 whole school 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.
- Responsible for the welfare and safeguarding of children and young people.
- Ensure the promotion of equal opportunities in all aspects of school life.
- Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching or accessing other sources of expertise, local and national.
- Maintain strong links of communication with governors, parents and the wider community.
- Attend leadership 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.
- Work closely with other members of LMT and curriculum leaders, to ensure that standards, achievement, actions and developments are monitored to raise the levels of achievement of pupils and staff. Provide written reports when required.
- Ensure that all staff in assigned year groups understand the curriculum and school policies and follow them accordingly.
- 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 SMT and co-ordinate the deployment of staff, students and volunteers within the year group.
- Ensure appropriate arrangements for statutory and non-statutory assessment are in place and carried out.
- In liaison with the Heads of School and Assistant Head Teachers, 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 management review process, or more frequently if necessary. It may be amended at any time after consultation with the Heads of School and post holder.