

**Job description for Year Group Leader**

<b>NAME:</b>	
<b>POST TITLE:</b>	Year Group Leader (Class based)
<b>PAY SCALE:</b>	MPS + TLR 2
<b>PURPOSE OF THE JOB:</b>	<ul style="list-style-type: none"><li>• To teach pupils in the Primary and Early Years Foundation Stage age range</li><li>• To support the Senior Leadership Team to raise standards across a year group by improving teaching and learning</li></ul>
<b>RESPONSIBLE TO:</b>	<ul style="list-style-type: none"><li>• Deputy Headteacher</li><li>• Headteacher</li></ul>

**1. Professional duties**

- 1.1. You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document 2014 and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at De Lucy Primary School.
- 1.2. To facilitate and encourage learning with enables students to achieve high standards, to share and support the corporate responsibility for the wellbeing, education and discipline of all children.
- 1.3. All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values.
- 1.4. All staff will be involved in working together as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.
- 1.5. All staff will take an active role in the School Self Evaluation process.
- 1.6. Participate in the school's appraisal scheme (Performance Management) and ensure that objectives are set and met within the agreed time scale.
- 1.7. All staff are expected to actively undertake professional development through keeping abreast of the latest developments.

**2. Role of the Class Teacher**

- 2.1 Set high expectations which inspire, motivate and challenge all pupils
  - To promote a love of learning and children's intellectual curiosity
  - To establish, contribute to and maintain a stimulating environment that reflects the diversity of the school.
  - Regularly set and review aspirational targets which stretch and challenge all children
  - Model consistently positive attitudes, values and behaviour.
- 2.2 Promote good progress and outcomes for all pupils
  - To take responsibility for pupils' attainment, progress and outcomes
  - To demonstrate knowledge and understanding of how children learn and to adapt teaching styles to meet the needs of all children
  - To plan for and create a rich learning environment which encourages children to become autonomous learners.
- 2.3 Demonstrate consistently good subject and curriculum knowledge
  - Consistently model high standards of both written and spoken English

- To demonstrate a good level of subject knowledge in all areas of the National Curriculum and/or EYFS.

#### 2.4. Plan and teach well-structured lessons

- Promote a love of learning and children's intellectual curiosity.
- Develop an engaging and inspiring curriculum, extending the children's knowledge, skills and understanding.
- Reflect on the effectiveness of lessons and approaches to teaching.
- Provide pupils with opportunities to extend and develop the curriculum, in line with the school's homework policy.

#### 2.5. Adapt teaching to respond to the needs of all pupils

- Have a clear understanding of the needs of all pupils, including those with SEND, those of high ability, and those with English as an additional language, and to be able to use and evaluate a range of teaching strategies to engage and support them to achieve their full potential.
- Demonstrate an awareness of the physical, social, emotional and intellectual development of children and know how to adapt teaching accordingly

#### 2.6. Make accurate and productive use of assessment.

- Make use of formative and summative assessment to support pupils' progress.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.
- Give pupils regular oral and written feedback, providing them opportunities to respond in line with the agreed school marking policy.

#### 2.7. Manage behaviour effectively to ensure a consistently good, safe and positive learning environment.

- To maintain good order and discipline amongst pupils through setting clear rules and routines in accordance with the school's behaviour policy.
- To set high expectations for behaviour throughout the school using a range of positive approaches consistently and fairly.
- Manage classrooms effectively by using a range of approaches which involve and motivate the pupils and are matched to their needs.

#### 2.8. Fulfil wider professional responsibilities

- To establish and maintain positive professional relationships with colleagues.
- Ensure support staff are effectively deployed within the classroom.
- To attend staff meetings, INSET days and other directed activities.
- To be committed to continuing professional development, responding to advice and feedback from colleagues.
- Make a positive contribution to the wider life and ethos of the school.

#### 2.9. Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct through:

- Treating people with dignity and building relationships rooted in mutual respect.
- Having tolerance of and respect for the rights of others.
- Observing proper boundaries appropriate to a teacher's professional position.
- Ensuring that personal beliefs are not expressed in ways that exploit children's vulnerability.
- Have a proper and professional regard for the ethos, policies and practices of the school.
- Have an understanding of, and act within, the statutory frameworks that set out their

professional duties and responsibilities.

### 3. Role of the Year Group Leader

- 3.1. To work closely with the Deputy Headteacher to draw up, implement, monitor and implement relevant sections of the School Development Plan.
- 3.2. To be an excellent role model in the role of a class teacher which leads to excellent progress and attainment for all pupils.
- 3.3. To play a key role in the continuous improvement of teaching and learning in the year group, including monitoring planning and assisting and supporting year group teachers to plan and deliver an inclusion and engaging curriculum.
- 3.4. To advise other teachers on classroom organisation, teaching methods and other best practice through team teaching, modelling and planning.
- 3.5. To work alongside the SLT to ensure that the appropriate arrangements are in place for assessment activities.
- 3.6. To support the SLT in monitoring and analysing pupil progress data.
- 3.7. To undertake some appraisal activities in partnership with senior leaders such as lesson observations.
- 3.8. To ensure that new staff are supported to settle into school routines.
- 3.9. To lead year group meetings when needed and contribute towards the planning on phase group meetings.

### 4. Safeguarding children

- 4.1. To have read the school's child protection policy and be aware of all the safeguarding policies.
- 4.2. To take responsibility for the welfare and safety of all children on roll, but specifically for the class to which the teacher is attached.
- 4.3. To inform the Senior Designated Person/Alternative Senior Designated Person of any concerns regarding a pupil's safety and well-being and if there are any concerns about a member of staff's conduct.

#### Note:

- The Job Description is a description on the job to be undertaken and performed to the satisfaction of the Headteacher by the post holder. It does not form part of the contract of employment
- The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description maybe reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the post-holder. In any event, the Headteacher reserves the right to review and amend the job description.
- This post is subject to a criminal records check

**Signed:** (Headteacher) \_\_\_\_\_ **Date:** \_\_\_\_\_

- ☐ I have read the school's **Child protection policy**
- ☐ I have read the guidance in the **Keeping children safe in education: information for all school and college staff**
- ☐ I agree to abide by the **Staff handbook**

**Signed:** (Post Holder) \_\_\_\_\_ **Date:** \_\_\_\_\_