

GASCOIGNE PRIMARY SCHOOL

JOB DESCRIPTION – CLASS TEACHER/YEAR GROUP LEADER

Professional Duties (as defined by the School Teacher's Pay and Conditions Document):

Professional Duties as a Year Group Leader:

As a Year Group Leader, you are a member of the Middle Management Team and are responsible for the consistent implementation of all aspects of our Teaching and Learning Policy by all members of staff working in your year group.

All responsibilities outlined below are in addition to the conditions laid out in the generic Job Description of a class teacher at our school (copy can be provided on request). They will be carried out in close Partnership with Assistant Headteachers, Deputy headteachers and the Headeacher.

Year Group Leaders are responsible for:

1. Strategic Direction and Development

- a) Contributing to school and year group development plans.
- b) Implementing agreed actions to support priorities identified.
- c) Promoting high standards in all aspects of your work throughout your year group.
- d) Monitoring and evaluating the impact of your work on the quality of teaching and pupil progress and learning.
- e) Communicating concerns relating to any aspect of year group leadership role to your phase leader and/or deputy head teacher.

2. Achievement

- a) Demonstrating a good understanding of progress and attainment data for pupils in your year group.
- b) Making effective use of progress and attainment data to inform the content of the teaching programme for your year group.

3. Teaching and Learning

- a) Leading meetings to plan the teaching programme collaboratively with other teachers in your year group, ensuring that curriculum coverage is both broad and balanced and meets the needs of, and leads to good or better progress for, all groups of pupils.
- b) Co-ordinating year group educational visits and enrichment activities.
- c) Co-ordinating the work of any additional staff, with support and advice from the Learning Support Co-ordinator.

- d) Evaluating the impact of all aspects of the curriculum and modifying future planning in light of findings.
- e) Ensuring that assessments are carried out at agreed points throughout the year.
- f) Ensuring that marking and feedback is effective and leads to good or better progress in pupils' learning.
- g) Providing support and advice to colleagues, including mentoring new staff, in relation to all aspects of teaching and learning, including behaviour issues.
- h) Communicating relevant information to parents and carers about the curriculum through termly Curriculum Information Newsletters and Curriculum Workshops.

Code of Conduct

Members of the middle management are expected to display high levels of professionalism in all aspects of school life. It is essential that Year Group Leaders:

- a) Set a high professional standard both in classroom practice and in the wider context of the school.
- b) Establish a positive ethos in school through the promotion of positive attitudes and working relationships with all members of the school community.
- c) Positively promote and adhere to the school mission statement, policies and procedures.
- d) In the absence of the head teacher or deputy head teachers or assistant headteachers, carry out various duties normally carried out by them.
- e) Listen to any concerns raised by members of the school community and report those, where appropriate, to their link SLT member or head teacher.
- f) Maintain a high level of confidentiality, where such information is shared.

The above responsibilities and expectations are neither exclusive nor exhaustive and the year group leader may be required to carry out such other appropriate duties as may be required by the head teacher within the competence of the individual.

Year Group Leaders report to:

Deputy Headteacher
Assistant Headteacher (linked to your year group)

Signed.....

Date.....