

Name		Alec Reed Academy
Post No.		
Date drafted	April 2024	
Date reviewed		

Job Description



ALEC REED ACADEMY
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Primary Year Lead
Location/work base	Primary Phase
Grade	TLR2a
Reporting to:	Head of Primary Phase
Line Manager	Assistant Head of Primary Phase
Posts directly supervised:	Year Group Teachers
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

- 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.

Targets:

To be agreed upon appointment and updated as part of the annual cycle of Appraisal and review.

SPECIFIC DUTIES AND RESPONSIBILITY

Key Areas of Responsibility

- 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 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 PD meetings and sessions 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 trustees, parents and the wider community
- Attend leadership team meetings as required and report to staff and trustees as necessary.

Specific Responsibilities

- Ensure to safeguard and promote the welfare of children and young people and follow the Academy's policies and the staff code of conduct.
- 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 SLT and subject 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 group 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 LT and co-ordinate the deployment of staff, trainees/students and volunteers within year group.
- Ensure appropriate arrangements for statutory and non-statutory assessment are in place and carried out.
- In liaison with the Head of Primary Phase Deputy Head of Primary Phase 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.

Other:

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Head of Primary Phase, Deputy Head of Primary Phase and Assistant Heads.

To be read with reference to the ARA employment contract terms and conditions, a copy of which is available from the HR department.

The detail determined here refers to the particular responsibilities of a Primary Year Group Lead. In addition, each Primary Year Group Lead is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.