

JOB DESCRIPTION – Year 6 Leader and English Leader

Reports to: Deputy Head / Headteacher

Scale: MPS with TLR2b

In addition to the responsibilities of Class Teacher, as set out by the Class Teacher job description and the school teachers' pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below, as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

KEY PURPOSE

- To lead an effective phase team and ensure outstanding outcomes for the children.
- Teach a class of pupils and ensure that planning, preparation, recording assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Ensure that the current national conditions of employment for school teachers are met.

MAIN ACTIVITIES

1. Implement agreed school policies and guidelines.
2. Support initiatives decided by the headteacher and staff.
3. Plan appropriately to meet the needs of all pupils, through differentiation of tasks/having the highest expectation of every child, believing that every learner has unlimited potential for development.
4. Plan and deliver the curriculum within the framework of present school policies, both in short and long term planning structures.
5. Set clear targets, based on prior attainment, for pupils' learning.
6. Plan and resource a classroom that will encourage the development of all aspects of children's learning. In particular to encourage children independent use of resources and involvement in their learning.
7. Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
8. Monitor children's progress, keep records and evaluate children's achievements. To set children high standards in the content and presentation of their work.
9. Establish and maintain good relationships with colleagues, working as part of a team in all aspect of school development.
10. Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
11. Work in partnership with parents/carers in providing a quality education experience for all the children and report to parents on the development, progress and attainment of pupils.
12. Participate in meetings which relate to the school's management, curriculum, administration or organisation.
13. Communicate and co-operate with specialists from outside agencies.

14. Lead, organise and direct support staff within the classroom.
15. Lead a core curriculum area (see additional responsibilities below)
16. Participate in the performance management system for the appraisal of their own performance & that of other teachers.

ADDITIONAL RESPONSIBILITIES

Year Group Leader & English Leader

In addition to your responsibilities outlined in the Class Teacher job description above, within your core curriculum area you will also:

- Lead and manage teachers in your year group
- Lead weekly year group meetings to ensure continuity in teaching and learning
- Organise materials for, and co-ordinate Assessment weeks
- Keep abreast of curriculum developments, ensuring you disseminate, support and monitor best practice across your year group and the school
- Coach and mentor staff through a programme of whole school, phase and individual professional development as needed
- Monitor and evaluate the quality of teaching and learning, using a variety of methods including tracking, data analysis, observing lessons, monitoring plans and bookwork, speaking to children about their learning
- Establish staff and resource needs and make appropriate recommendations to the Headteacher for expenditure
- Maintain existing resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Ensure relevant stakeholders are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and the progress against action plans

Leading, developing and enhancing the teaching practice of others

- Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate
- Lead staff in planning, teaching and evaluation of teaching to raise standards – both formally and informally
- Monitoring and evaluating children's learning in line with school's procedures
- Work with the teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school
- Support colleagues to create a stimulating learning environment for learning
- Lead CPD
- Contribute to appraisal
- Any other duties as directed by the Headteacher

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the Governors.

Special Conditions of Service

The post holder will be required to have a clear DBS check.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

PERSON SPECIFICATION - OUTSTANDING TEACHER

Training & Qualifications

1. Qualified Teacher Status
2. Evidence of continuing and recent professional development relevant to the post

Knowledge and understanding

1. Understanding of equality of opportunity issues and how they can be effectively addressed in schools.
2. The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high achievement and attainment.
3. Understanding of a diverse range of teaching and learning styles and techniques.
4. Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards.
5. Good understanding of effective procedures for managing and promoting positive behaviour among pupils.
6. Good understanding of the role of parents and the community in school improvement and how this can be practised and developed.
7. Clear understanding of data analysis and the important impact this can have on achievement and attainment.

Experience

1. Experience of outstanding middle leadership.
2. Proven record of raising standards for all pupils, including underachieving pupils.
3. Experience of promoting positive behaviour conducive to learning and which is focused on raising standards.
4. Experience of promoting highly effective communications within and between teams and other stakeholders in the school community.

Characteristics and Competencies

1. Ability to promote the school's aims positively.
2. Ability to implement and lead whole school initiatives and support colleagues to raise standards through effective CPD and increased subject knowledge and skills.
3. Ability to develop good personal relationships within a team; making an effective contribution to high morale.
4. Ability to establish and develop close relationships with parents, governors and the community.
5. Ability to communicate effectively (both orally and in writing) to a variety of audiences.
6. Ability to create a happy, challenging and effective learning environment
7. Boundless enthusiasm, determination and drive to inspire others to achieve high standards work
8. A solution-focused mind-set and determined approach to raising standards

9. A personable nature to build effective relationships with parents and all members of the school community
10. Ability and keenness to promote the school's positive culture and ethos.

Important Information for Applicants

Contact the school on 0208 390 9544 if you wish to visit.

Closing & Shortlisting Date: Thursday 5th July at 12 noon

Interviews: Tuesday 10th July

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment. Please be aware that the job description contains the full range of responsibilities of the role.

Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the interview process.

Applying

If you decide to apply for this post would you please complete the attached application form. Your formal letter of application (supporting statement) should be **no longer** than 2 sides of A4 and should address the selection criteria detailed in the Person Specification. Please do not attach supplementary information. Please return your completed application by post or email to:

Mr Pascoe
Headteacher
Lime Tree Primary
South Bank Terrace
Surbiton
KT6 6DG
recruitment@limetree.rbksch.org

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact the office team 0208 3909544 or email recruitment@limetree.rbksch.org.