

This Job Description is supplementary to the Trinitas Teacher Job Description and represents an additional area of responsibility

Job Title:	Year Group Lead
School:	Christ Church (Erith) C of E Primary School
Allowance:	TLR2A

In addition to carrying out the duties of a Class Teacher

Main Purpose of the Job:

Lead, manage and develop the year group team to deliver an inspiring, broad and balanced curriculum in all subject areas as set by the school. Play a leading role in ensuring the year group know and work towards ensuring that all targets within the school improvement plan are met.

Major Duties & Responsibilities:

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the Head of School and/or CEO, and the member of staff, and will be reviewed annually.

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

Ensure that the following are consistently applied across the Year Group.

- Assist senior management team in implementing the School Improvement Plan and *all* School Policies, with particular emphasis on;
 - Behaviour Policy; High standards of behaviour are maintained and strategies are consistently applied across the Year Group.
 - Assessment Policy; All aspects including Marking and Feedback is consistently applied.
 - English Policy; All aspects including ensuring that teachers in the Year Group hear their children read regularly.
- The Year Group's curriculum planning to ensure consistency of entitlement across the year group in accordance with the National Curriculum, Creative Learning Journey Wheels, and all school policies.
- Advise and guide Year Group on school organisation, classroom management, and displays.
- Support members of the Year Group, being the first point of reference for staff with pupil or parent issues.

- Parents are made aware of all curriculum updates, and organisational updates by ensuring that key documents are sent out; e.g. CLJ wheels, Parent Information Sheet, Target Booklets.
- Homework is set in line with the school policy and is consistent between classes.
- Maintain an overview of the cohort's performance, and support the implementation of strategies and intervention to support pupils through 1st and 2nd Tier Provision Mapping.
- Assist senior staff in ensuring that when staff are absent, supply staff set work in accordance with school plans and policies.
- Organise class or year group assemblies, Christmas events, school visits including risk assessments; and any other Year Group activities

Effective deployment of staff and resources – to:

- Advise on and contribute to the professional development of staff working within the Year Group
- Advise the head teacher, and SLT of priorities relating to the Year Group for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency;

Teaching and learning

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- Support the identification of, and disseminate the most effective teaching approaches of literacy for pupils with additional educational needs;
- Collect and interpret specialist assessment data relating to Key Subject to inform practice;
- Regularly monitor progress of subject objectives and targets for pupils from teachers plans, evaluate the effectiveness of teaching and learning by work analysis, observation and pupil discussion and use this information to guide future improvements;
- Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils in the area of Key Subject;

Strategic direction and development of a key subject provision in the school

with the support of, and under the direction of the Senior Leadership Team

- Contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum;
- Analyse and interpret relevant school, local and national information relating to subject and advise the head teacher on the level of resources required to maximise achievement;

- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision in the area of Key Subject;

E: General

- Take on any additional responsibilities which might, from time to time, be determined.
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Have a positive and enthusiastic approach to school life, in keeping with the Christ Church Code.

Last Updated By:

HR

Date:

July 2020

Person Specification	Essential / Desirable
Qualifications	
Qualified Teacher Status	E
Degree	E
Evidence of and commitment to continuing professional development (e.g. NCSL Leading from the Middle or Leadership Pathways)	D
Experience	
Teaching at Key Stage 1 or 2 for a minimum of 2 years	E
Some experience of subject management or leadership	E
Mentoring student teachers or NQTS	D
Teaching across whole primary range	D
Experience of leading a curriculum area / school improvement initiative.	D
Leading/ Managing other staff	D
Coaching/ Mentoring experienced teachers	D
Leading Teacher or work to support the development of other teachers	D
Skills & Abilities	
Teaching skills assessed by Headteacher and/or external inspectors/ advisors as Outstanding and pupil progress data to support this	E
Lead by example especially as a class teacher and in meeting deadlines promptly	E
Create a positive team spirit, delegating and negotiating when necessary and resolving conflict	E
Hold others to account for their performance	E
Demonstrate consistent and effective use of a range of appropriate strategies for teaching and classroom management	E
Act positively to improve the quality of pupils' learning	E
Demonstrate strong coaching/ mentoring skills	D
Ability to lead school based INSET & parent information meetings	D
Knowledge & Understanding	
A clear understanding of the essential strategies for improving the quality of learning and teaching in primary schools.	E
	E

An excellent understanding of successful strategies for meeting the needs of all pupils.	E
Knowledge of a range of good classroom and behaviour management strategies	D
Ability to analyse data, to evaluate performance, and plan an appropriate course of action for improvement.	D
In depth knowledge of a core curriculum area or strategy	
Personal Attributes	
Inspire trust and confidence	E
Engage and motivate pupils and staff	E
Well organised	E
Have a positive outlook	E
Be approachable	E
Good written and oral communication skills	E
A sense of humour	E
Ambitious	D
Desire to advance to Leadership scale (AHT/DHT/Headship)	D
Reflective	D
Remain calm in a crisis	D