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**Moulsham Junior School**

**Princes Road, Chelmsford, Essex, CM2 9DG**

Tel: 01245 352098 Email: hr@moulsham-jun.essex.sch.uk

**Head of Year 5**

Permanent contract

**Permanent Salary Grade: MPR/UPR additional TLR2C £6987**

**Required: September 2025 or January 2026 (depending on candidates’ availability)**

Moulsham Junior School is looking to appoint an outstanding teacher to join the leadership team in helping to drive our school forward. Our senior leaders lead a six-form entry year group and drive standards within one of our key priority areas for the whole school. Currently we are seeking to appoint a teacher who is passionate about the whole school’s learning environment including outdoor learning.

**JOB PURPOSE**

* To establish the aims and objectives which reflect the ethos and goals of the school and promote effective teaching and learning within the year group.
* To establish the conditions necessary for staff to achieve the agreed aims and objectives.
* To support the Headteacher in articulating the vision for the school, and to be able to demonstrate the vision in everyday work and practice.
* To support the Headteacher in ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence
* To assist the Headteacher in setting an example of high-quality performance in standards and leadership

**KEY ACCOUNTABILITIES**

* To be accountable for achievement and standards in all subjects for the year group
* To be accountable for the quality of teaching and learning within the year group.

**KEY TASKS**

## Leadership

* To support the Headteacher in development of the school, especially in relation to the School Development Plan and Ofsted Inspection Framework
* To contribute to meetings of the Governing Body and relevant Committees as appropriate
* To lead staff working parties and meetings where necessary
* To deputies efficiently and effectively for the Headteacher or Deputy Headteacher in their absence
* To be a member of the Senior Leadership Team and attend meetings.
* To undertake any other activities deemed necessary by the Headteacher to provide for the smooth running of the school
* To be responsible for the analyse of year group data and dissemination of effective strategies to support good progress across the year group

**Management:**

* To organise and chair year group meetings.
* To share relevant information with the whole year group team.
* To lead and organise year group assemblies.
* To lead meetings for parents.
* To co-ordinate activities for one “House” within the school.
* To organise year group trips and delegate where necessary.
* To carry out risk assessments and share these with members of the year group team.
* To liaise with the supply teacher if a member of the team is absent.
* To be the first line of response to deal with any behavioral issues with the year group team.
* To liaise effectively with teachers of other phases and year groups.
* To liaise with parents of children causing concern in the year group.
* To liaise with governors.
* To co-ordinate, manage and monitor resource issues for the year group.
* To manage the year group budget.
* To liaise with the Inclusion Leader regarding children to take part in ‘Intervention Strategies’ and ensure that these sessions take place within in the year group
* To work towards targets in SDP.
* To disseminate information and facilitate effective communication amongst all staff

**Planning and Assessment:**

* To ensure all assessments for the year group are carried out in line with school and national policy.
* To ensure all marking within the year group is in line with whole school policy.
* To set cohort targets and meet regularly with teachers in the team to set and monitor children’s progress against these.
* To organise all planning for the year group and ensure it is carried out to deliver a relevant and effective curriculum.
* To organise moderation meetings for the year group to ensure consistency when assessing pieces of work.

**Staff Development:**

* To be line manager and carry out performance management for members of the year group team.
* To support colleagues in their professional development.
* To be responsible for developing further professional development.
* To be an excellent role model for all members of the team.

**Monitoring:**

* To undertake the monitoring activities as identified in the “Consistency document”
* To ensure that all members of the year group team adhere to school policies.

## Relationships beyond the school

* To assist the Headteacher in developing and maintaining effective relationships with parents, community, local employers, other agencies and the Department for Children, Schools and Families

**The successful candidate will**:

* Be an excellent classroom practitioner, with the ability to inspire and support others to reach similar heights
* Set the very highest standards for themselves, colleagues and pupils
* Contribute to the strategic development of the school
* Impact on the progress of pupils across a whole year group and be able to hold others to account
* Have highly effective communication skills and a commitment to a collaborative, team approach as part of the senior leadership team
* Have excellent subject knowledge across the wider curriculum and a commitment to creative and enquiry approaches to learning

We believe that enjoying your work is key to reaching your potential and the successful candidate will benefit from:

* Teaching pupils who exhibit very good behavior and attitudes to learning
* High levels of pupil attainment
* Allocated additional leadership release time
* Working with supportive colleagues and parents in a positive learning environment
* Tailored and comprehensive CPD
* Having fun and being part of a great team that works together.

Our school is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. Appointments are subject to satisfactory references, medical clearance, social media checks and an enhanced DBS check.

For further details and to arrange a warmly welcomed visit please call HR on 01245 352098 or email hr@moulsham-jun.essex.sch.uk.

**Closing date: Friday 23rd May 2025 at midday**

**Shortlisting date: Monday 2nd June 2025**

**Interview date:** **Wednesday 11th June 2025**