

Salary:	Teacher's Main/Upper Pay Scale plus TLR 2b
Responsible to:	Senior Leader
Date of Job Description:	March 2024

Purpose of the Role:

To lead a year group towards the realisation of its full potential

Main Tasks and Responsibilities

Key Duties:

1. To lead the development of student support, monitoring and intervention strategies within the relevant year group.
2. To be responsible for the day-to-day management, control and operation of curriculum and pastoral provision within the relevant year group, including effective deployment of staff and physical resources.
3. To monitor actively and follow up student progress within the relevant year group.
4. To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
5. To work with colleagues to formulate aims, objectives and strategic plans for the relevant year group which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
6. To lead and manage the action planning function of the relevant year group, and to ensure that the planning activities of the relevant year group reflect the needs of students within the relevant year group and the aims and objectives of the school.
7. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the relevant year group are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.
8. To liaise with the School Leadership Team to ensure the delivery of appropriate, comprehensive, high quality and cost-effective curriculum and pastoral programmes which complement the School Development Plan and School Evaluation.
9. To contribute towards the monitoring and evaluation of the relevant year group's curriculum.

10. To lead developments in the monitoring and support of pupil progress for the relevant year group.
11. To keep up to date with national developments in Progress Leadership, teaching practice and methodology.
12. To monitor actively and respond to developments and initiatives in Progress Leadership at national, regional and local levels.
13. To work with the School Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
14. To continue own professional development as agreed with the School Leadership Team.
15. To promote teamwork and to motivate staff to ensure effective working relations.
16. To participate in the school's student teacher training programmes (ITT/SAS etc).
17. To be responsible for the day-to-day management of staff within the relevant year group and act as a positive role model.
18. To ensure the effective operation of quality control systems.
19. To establish the process of the setting of targets within the relevant year group and to work towards their achievement.
20. To establish common standards of practice and develop the effectiveness of teaching and learning styles within the relevant year group.
21. To contribute to the school procedures for lesson observation.
22. To implement school quality procedures and to ensure adherence to those within the relevant year group.
23. To monitor and evaluate the relevant year group in line with agreed school procedures including evaluation against quality standards and performance criteria.
24. To seek/implement modification and improvement of the relevant year group where required.
25. To ensure that the relevant year group's quality assurance procedures meet the requirements of School's Self Evaluation and Academy Improvement Plan.
26. To ensure the maintenance of accurate and up-to-date information concerning the relevant year group on the management information system.
27. To make use of analysis and evaluate performance data provided.
28. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
29. To produce and monitor reports within the quality assurance cycle for the relevant year group.
30. To produce reports on examination performance, including the use of SPI/P8 data.
31. In conjunction with the relevant School Leader, to manage the relevant year group's collection of data.
32. To provide the Governing Body with relevant information relating to the year group's performance and development.
33. To ensure that all members of the relevant year group's team are familiar with its aims and objectives.

34. To liaise effectively with other internal partners, including the School Leadership Team line manager, the Behaviour for learning leader, and key support staff.
35. To ensure effective communication/consultation as appropriate with the parents of students.
36. To liaise with FCAT and other partner schools, further and higher education, Industry and Business, and other relevant external bodies.
37. To represent the relevant year group's views and interests.
38. To contribute to the planning and delivery of school liaison activities.
39. To lead the development of effective links with partner Primary and High schools and the community, promoting the relevant year group effectively at liaison events in school, partner schools and the wider community.
40. To actively promote the development of effective links with external agencies.
41. To monitor and support the overall progress and development of students within the relevant year group.
42. To monitor student attendance and behaviour, together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
43. To foster year group community and celebrate students' achievements regularly in Year assemblies, which support the school's aims, objectives and ethos.
44. To contribute to PSHE as required.
45. To ensure the Behaviour Management system is implemented in the relevant year group so that effective learning can take place.
46. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
47. Support the school in meeting its legal requirements for worship.
48. Promote actively the school's corporate policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified, for example, individuals in this role may also:

1. Undertake Appraisal Review(s) and to act as reviewer for a group of staff within the relevant year group.
2. Be responsible for the efficient and effective deployment of relevant support staff.
3. Take members of the year group out of hours for specific events e.g. International Women's Day events and community events (such as Children's Festival, Remembrance Sunday, Flag Raising, Youth Parliament)

Indicative knowledge, skills and experience

1. Minimum 3 years teaching experience
2. Successful experience of teaching across age (11-16) and ability ranges, achieving consistently good judgements for teaching and learning
3. Successful experience of extra-curricular involvement

4. Successful experience of progressing own professional development
5. Positive Form Tutor experience
6. Positive experience of relevant INSET opportunities
7. Ability to recognise good teaching and learning
8. Ability to deliver good teaching and learning on a day-to-day basis
9. Ability to understand and use data to support student progress
10. Ability to understand specific barriers to students' learning and progress
11. Ability to communicate effectively with students, staff, parents and other stakeholders using a variety of media
12. Ability to think and act strategically
13. Ability to self-evaluate
14. Ability to work as part of a team
15. Ability to lead a team
16. Ability to be self-organised
17. Ability to manage own professional development
18. Awareness of Health & Safety issues in relation to the curricular & extra-curricular learning
19. Ambition to develop through post
20. Possession of a cheerful, enthusiastic and "can-do" disposition

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.