



Catherine Junior School

JOB DESCRIPTION

Job Title:	Year group leader		
School:	Catherine Junior School		
Reports to:	Headteacher	Grade:	Teachers Pay and Conditions
Key Areas of Responsibility:	Year group leader Member of the Senior Leadership Team Class teacher Subject leader	TLR:	2A
Additional:	Specific areas to be negotiated on appointment	Term:	Permanent Full-Time

JOB PURPOSE SUMMARY

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA, school policies and the Teaching Standards.

Be responsible to the Headteacher, Deputy Headteacher and the Governing Body of Catherine Junior School to contribute to formulating the aims and objectives of the school.

- Implement the Vision, Aims and Policies of Catherine Junior School as agreed by the Governing Body.
- Contribute to raising the standard of attainment of the pupils and the quality of the teaching and learning across the school by taking part in monitoring and other activities.
- Maintain and enhance the ethos of the school.
- Be an active member of the Senior Leadership Team (SLT) and contribute to SLT meetings.
- Lead a year group and line manage teachers and support staff.
- Be responsible for the teaching, learning, and assessment of pupils in a year group.
- Lead a subject through effective planning, monitoring and evaluation across the school.

KEY RESPONSIBILITIES

1. Principal accountabilities as a class teacher

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and year leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her/their capability.
3. To promote inclusivity and make appropriate educational provision for children with SEN, Pupil Premium and those learning EAL, with support from the SENCo, PP lead and EAL Co-ordinators.
4. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
5. To provide children with opportunities to manage their own learning and become independent learners.
6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
8. To maintain high standards of displays both in the classroom and in other areas of the school.
9. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.

10. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
11. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
12. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
14. To liaise with support staff both school based, from the LA and from other external bodies as required.
15. To take responsibility for the management of other adults in the classroom.
16. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
17. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
18. To take responsibility for a curriculum subject area as agreed with the Headteacher as detailed below:
 - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum/schemes of work and any other new initiatives from the Department for Education.
 - In conjunction with the Headteacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area.
 - Review the policy and adapt it as appropriate
 - Develop a scheme of work for the subject suitable to the needs of a junior school catering for 7 – 11 year olds
 - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the head teacher
 - Offer support and advice to colleagues and share good practice.

Key organisational objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times, operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

2. Key responsibilities as a year group leader

- Take the lead on teaching and learning across the year group.
- Be responsible for the behaviour management of the year group.
- Foster curriculum continuity, consistency and progression.
- Organise, track and lead the assessment process for the year group and the dissemination of assessment information.
- Assist colleagues in the planning and delivery of the curriculum.
- Contribute to the School Improvement Plan and school Self-Evaluation Form.
- Be responsible for effective communication across the year group and lead group meetings.
- Take a lead in the induction and mentoring of ECTs and new staff in the year group.
- Communicate with parents, governors and other outside agencies.
- Organise, as required, workshops and meetings for parents/carers, governors and other staff.

- Identify training needs and arrange, organise and deliver INSET as appropriate.
- Carry out performance management for all year group class teachers.
- Manage the provision of teacher's written progress reports for parents/carers and the organisation of parent/carer progress meetings.
- Deploy and manage the deployment of Supply Teachers within the year group.
- Oversee any interventions in the classes.
- Take responsibility for the work of Teaching Assistants within the year group.
- To undertake any other reasonable duties deemed necessary by the Headteacher or Deputy Headteacher.
- If the Headteacher, Deputy Headteacher and Assistant Headteacher are absent from the school to deputise and take decisions needed at the time.

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

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

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

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed and amended in negotiation with the employee in the future.

Catherine Junior School is committed to safeguarding children and expects all staff and volunteers to share this commitment. We follow safe recruitment practices to protect children and vulnerable adults. Staff are subject to enhanced DBS checks.

Signature of Post Holder: _____

Date: _____

Signature of Headteacher: _____

Date: _____