

Year Group Leader / Core Subject Leader

Job purpose including main duties and responsibilities

In addition to the General Professional duties set out in the School Teachers' Pay and Conditions Document the following duties are attached to the post of Year Group Leader/Core Subject Leader.

The post holder, in addition to the requirements of all class teachers (see Class Teacher job description), will be required to undertake the following areas of responsibility and key tasks.

Main objectives of the post:

1. Lead, manage and promote high-quality teaching and learning across a group of specified classes or subject area(s), leading by example as an exemplary teacher.
2. Lead a team of teachers and support staff as required, providing performance management, coaching and mentoring for staff as directed by the Head teacher.
3. Work in conjunction with the Head teacher and other relevant members of staff in developing a curriculum and assessment framework for a group of specified classes or subject area(s).
4. Plan and implement strategies and interventions for teaching and learning that are appropriate for all pupils, regardless of their ability or needs, working alongside the SENDCo and Senior Leadership Team where necessary.
5. Ensure plans such as education, health and care plans, individual healthcare plans and behaviour plans are implemented across a group of specified classes or subject area(s), working alongside the SENDCo, Senior Leadership Team and external agencies where necessary.
6. Identify need for in-class support, e.g. teaching assistants, and organise and deploy the relevant support, including managing timetables.
7. Monitor lesson planning, assessment and pupils' work to ensure differentiated activities are implemented where appropriate.
8. Monitor the quality of teaching and learning across a group of specified classes or subject area(s) utilising methods such as lesson observations and work scrutiny.
9. Set achievable expectations and targets for staff working across a group of specified classes or subject area(s) in relation to pupil achievement and quality of teaching.
10. Monitor and evaluate teaching across a group of specified classes or subject area(s) to guarantee continuity and progression, and identify areas for improvement.
11. Lead on assessment procedures, record keeping and reporting across a group of specified classes or subject area(s).
12. Work alongside the leadership team to monitor and promote effective pupil progress, including reporting at pupil progress review meetings.
13. Provide information about curriculum, targets, assessments and progress to pupils and parents, including via electronic and non-electronic communications, pupil reports and the school website.

14. Take responsibility for organising additional learning opportunities, including educational visits, and ensuring necessary safeguarding and risk assessment procedures are followed.
15. Ensure classroom environments are engaging and vibrant, and promote the highest standards of work by all pupils.
16. Assist in creating and implementing positive strategies that support pupil behaviour and celebrate equality and diversity.
17. Take responsibility for aspects of day to day leadership of the school (e.g. timetables and duty rotas, behaviour leadership, responding to parents, leading acts of collective worship, end of day procedures) as directed by the Head Teacher.
18. In addition, the leader will undertake any professional duties reasonably delegated to the post holders by the Head teacher, and are expected to uphold the school's principles and policies which underpin good practice and the raising of standards across the school.

Person Specification

Qualifications & Education	E/D
Qualified Teacher Status	E
Evidence of continued professional development	E

Experience, Knowledge and Skills	E/D
Proven track record of exemplary teaching, including highly effective lesson planning, assessing, record keeping and reporting	E
Preparation and administration of assessments, including statutory National Curriculum tests	E
Successful leadership of a curriculum subject or area of learning	E
Planning for school improvement and managing a curriculum budget	E
The ability to work as a cohesive team member offering support to colleagues and leading by example	E
An understanding of how to promote the achievement of disadvantaged pupils with evidence of impact	E
Successful line management of others and staff development, including coaching and mentoring	D
The ability to establish and maintain good relationships with pupils, staff, parents and governors	E
Experience of liaising with Governors, with an understanding of the role of an effective Governing Board	D
Clear written and spoken English to communicate effectively with a range of audiences	E

Personal Attributes	E/D
Resilient, flexible and open to change	E
An ability to think strategically and creatively	E
Excellent communication skills (written, oral and presentation)	E
A commitment to safeguarding and promoting the wellbeing of children	E
Ability to contribute and work as part of a team	E
Professional, honest and loyal	E
A commitment to improving the learning, wellbeing and safety of pupils	E
A commitment to equality and inclusion	E

Special Requirements	E/D
Be able and willing to work outside normal hours, if required, in order to meet the demands of the role	E
Suitability to work with children	E

KEY

E/D Essential or Desirable