



## **HOLBROOK PRIMARY SCHOOL**

**Job Title:** Year Leader, Class Teacher  
**Grade:** TMS – UPS1 plus TLR 2b

### **Job Purpose**

As part of the Extended Leadership Team (ELT), the post holder will work in partnership with the Senior Leadership Team (SLT) to achieve the school's vision and ambitious milestones in the next phase of the school improvement journey. The Year Leader will play a key role in leading and motivating a staff team and securing continuous improvement in the year group.

### **Professional Duties**

The post holder, in addition to being a class teacher, will assist the Senior Leadership Team in leading teaching and learning throughout their year group. They will play a full part in the life of the school community, supporting the ethos of the school, and encouraging team members and others to do likewise. The post holder will be involved in developing and leading school improvement priorities and ensuring the safeguarding of children.

### **Principal accountabilities**

- Role model exemplary classroom practice
- Lead and manage pupil development in the agreed year
- Contribute to school self-evaluation and improvement planning, and plan and implement agreed strategies where improvement needs are identified
- Provide the school's leadership with pupil performance information and data for the year group
- Oversee planning in the year to ensure curriculum coverage and progression are achieved
- Lead in the identification of appropriate attainment and progress targets for the year group
- Monitor systems to assess and record pupil progress and achievement
- Monitor pupil standards and achievement against annual targets and track progress
- Make checks on the standards of teaching, provide feedback, and identify and implement strategies for improvement and development where needs are identified
- Develop the role of support staff in promoting pupils' progress across the year group
- Co-ordinate CPD needs and opportunities within the year group
- Provide support in the coaching and mentoring of staff and trainees as

appropriate

- Induct, support and monitor new staff and support those needing extra support

### **Responsible for:**

- Providing leadership in the development, management and support of pupils in the year group
- Teaching within the year group
- Taking a lead role in coordinating and managing teaching and support staff in the year group – supporting in the coaching and mentoring of staff as appropriate
- Support the Senior Leadership Team in leading and monitoring teaching, learning and assessment
- Development and implementation of school policies and practice
- Leading an area of learning – either subject or identified school priority area

### **Strategic direction and development**

- Support the Leadership Team to provide vision, direction and leadership in order to build on its strengths
- In partnership with the Head Teacher, Governors and the Senior Leadership Team, to develop the strategic aims for the school, to prepare and implement the School Development Plan and to evaluate its effectiveness in bringing about continuous improvement
- To always demonstrate high standards of personal integrity, loyalty, discretion and professionalism whilst supporting all decisions of the Head Teacher and Governing Body

### **Teaching and Learning**

- To provide an example of excellence as a leading classroom practitioner, thereby inspiring, motivating and supporting other staff
- As part of a team, make checks on the quality of teaching and learning, in line with the school policy, such as lesson observations, monitoring of planning and scrutiny of pupils' work
- To be responsible to the relevant Deputy Headteacher for co-ordinating the work of the year group, supporting and advising as appropriate
- Alongside the Senior Leadership Team, to ensure an ambitious, broad and inclusive curriculum that meets the needs of all pupils and which enriches their learning
- Providing support for colleagues in developing the curriculum across the year group
- To review long term planning to ensure coverage, progression, ambition, inclusion and a range of learning experiences across the year
- Maintain a focused, supportive and de-cluttered learning environment across the year group
- Employ an evidence-informed repertoire of pedagogical approaches in order to maximise pupil engagement and progress
- Take some responsibility for the coordination of pastoral care of pupils in the year group
- In conjunction with the EVC, co-ordinate and oversee the organisation of school visits and extra-curricular activities within the year group
- Liaise closely with the other year leaders to ensure consistency, coherence and progression throughout the school

- To monitor the standards of behaviour and achievement across the year group

### **Recording and Assessment**

- Ensure effective assessment procedures are in place; records are maintained and shared with colleagues
- Monitor progress across the year and ensure appropriate action plans are in place where issues are identified
- Update the Senior Leadership Team on the effectiveness of provision for pupils across the year and provide reports for governors as required
- Have input in to the target setting process for raising achievement for pupils across the year and feedback to the Senior Leadership Team
- Lead on the administration of assessments in the year group, including statutory assessments where appropriate

### **Leading and Managing Staff**

- To support the Head Teacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership
- To lead the Performance Development process for staff within the year group
- Establish good relationships, encourage good working practices and support and lead the year team
- Together with the SLT, take day to day responsibility for the management and organisation of staff within the year group
- To support the SLT in the professional development of other staff through coaching and mentoring
- To plan and deliver appropriate professional development meetings and INSET that will support staff in raising standards and ensure that school policies and practices are being delivered
- Liaise with all stakeholders, link professionals and other agencies as necessary
- Lead new initiatives to secure further progress and continued development in your area of responsibility or identified development priority across the school

### **Specific Duties**

- To lead on the development of an identified school development priority throughout the school, ensuring its effective delivery and impact on pupil progress
- To be an active member of the Extended Leadership Team
- To attend Governors' meetings and other sub- committee meetings as appropriate
- To deliver assemblies as required.

This job description should be read alongside the range of duties and responsibilities as set out in the annual School Pay and Conditions Document. The duties and responsibilities of the Year Leader may vary from time to time according to the changing needs of the school. The job description will be reviewed annually in the light of changing circumstances and in consultation with the post holder and the Governing Body as part of the Governing Body's annual review of staffing structure.