

Chepping View Primary Academy

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"Everybody Matters At Chepping View"

Job Description

Job Title: Year Leader

Purpose of the role:

In addition to the class teacher role/job description:

- To provide professional leadership and management to all staff in the year group
- To take an active role in the continued development of the academy
- To develop a strategic view, within the context of the academy aims and Policies

Job context:

The job description should be read alongside the range of professional duties of teachers as set out in the Teachers' Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). It reflects the vision, aims, strategic plan and policies of Chepping View Primary Academy. The role has 2.5 hours per week per year group of leadership release time allocated to it.

Accountable to: The Principal, Vice Principals and Assistant Vice Principals.

Quality of Education

- Maintaining focus on the quality of education being provided in your group
- Leading the adaptation and implementation of an ambitious curriculum for the benefit of all pupils including SEND and Pupil Premium, with due weight given to Phonics and Reading.
- Having an overview of internal assessment in your year group
- Coordinating pupil interventions, including the deployment of teachers/TAs
- Leading in teaching and learning – leading by example, quality assurance of provision, implementing initiatives, providing advice and guidance for professional development
- Securing accountability



- Reporting to SMT/SLT and trustees regarding assessment results
- Monitoring and evaluating pupil achievement and attainment in your year group and create raising attainment plans as required
- Acting as a mentor to support team development and performance, particularly for new members of the team
- Monitoring the quality of teaching and learning in your year group (lesson observations and intervention groups, monitoring of planning, scrutiny of pupil's work)
- Being available to cover whole school assemblies or other assemblies (should SLT be unavailable)
- Leading year group meetings
- Having an overview of long-term planning

BEHAVIOUR AND ATTITUDES

- Maintaining high standards of pupil behaviour and discipline
- Creating a calm, orderly and positive environment for pupils to learn in
- Ensuring that the academy policy and practices on behaviour management and bullying are adhered to by staff and that incidences are dealt with swiftly
- Liaising with staff regarding behaviour as well as meeting pupils and parents separately if necessary
- Facilitating liaison between staff and the attendance officer or Learning Mentor regarding barriers to learning and attendance.

PERSONAL DEVELOPMENT

- Ensuring that pupils in your year group have access to wide ranging and rich cultural experiences which may include trips, visitors, experience days, volunteering and outdoor learning.
- Ensuring that opportunities to promote British Values through the curriculum and wider experiences are being taken by teaching staff.
- Supporting team members to find ways to promote equality, diversity and understanding of other cultures through the curriculum.
- Overseeing a curriculum that informs pupils social, moral, spiritual and cultural development

LEADERSHIP AND MANAGEMENT

Strategic

- Having an ambitious vision for the year group
- Participating in academy self-review and evaluation, creation of the development plan, its implementation and OFSTED inspections
- Identifying and nurturing talent within the year group
- Implementing and managing innovation and change as directed by SLT
- Improving the involvement of parents/carers, and the community in the life of the academy
- Strengthening community and relationships – staff, parents/carers, trustees and PTA
- Taking account of the workload and wellbeing of team members, referring to workload guidance from the DfE and liaising with SLT where appropriate
- Attending SMT meetings



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- Communicating and developing shared vision
- May be asked to participate in school to school support, the delivery of SCITT and IFPD CPD sessions

Operational

- Coordinating events throughout the year for eg. Trips and parent meetings
- Implementing academy operational decisions
- Timetabling of staff in your year group
- Line managing Teaching Assistants and Teaching Staff in your year group
- Management of allocated budgets/finances for your year group to achieve best value
- Evaluating staff CPD needs and informing Vice Principal/Assistant Vice Principal/Subject Leader
- Establishing and maintaining regular communication with parents about the curriculum
- Monitoring and evaluating the provision for Pupil premium pupils, SEND pupils and the more able, as well as facilitating liaison with the Pupil Premium lead and SENDCo, where required.
- Ensuring that school safeguarding policies and procedures are followed effectively by team members
- Ensuring that all team members place the safeguarding of children at the centre of all they do and lead by example in this area.
- Ensuring that team members feel safe and protected from bullying and harrassment in their workplace
- Developing effective relationships between staff

This job description may be amended at any time by the Principal, in consultation with you.



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