

## Brunswick Primary School

### JOB DESCRIPTION

JOB TITLE:	Class Teacher with Year Group Leader and subject leadership
REPORTS TO:	Headteacher

### **PURPOSE OF JOB**

As an effective member of the staff team, ensure that all children at Brunswick Primary School receive a vibrant and relevant education, enabling them to achieve their highest standards.

### **Leadership and Management**

- Lead, manage and develop the year group team to deliver an inspiring, broad, and balanced curriculum in all subject areas as set by the school.
- Lead, manage and develop a subject and subject team to deliver an inspiring, broad, and balanced curriculum in allocated subject area.
- Play a leading role in ensuring the year group know and work towards ensuring that all targets within the school improvement plan are met.
- Lead and support colleagues to address areas for development identified as a result of school monitoring in the year group.
- Take the leading role in the planning, organisation, and delivery of year group trips and residential in accordance with the school off-site visits policy.
- Provide day to day support and advice on the organisation, timings, and smooth running of the year group.
- Lead year group planning and staff meetings as required adhering to agreed agendas.
- Effectively share research-based knowledge of pedagogy, learning and teaching to secure rapidly improving outcomes for pupils.

### **Accountability for Year Group and Subject area**

- Work in close partnership with the deputy head/assistant headteacher, being able to follow through delegated work and tasks within an agreed timeframe.
- Monitor and be accountable for ensuring the delivery of high-quality teaching and learning across a specified year group and subject area in school.
- Quality assures year group planning, teaching, marking and feedback in pupil books.

- Ensure that all classroom learning environments and shared areas are of a consistent high standard and meet school policy.
- Be accountable for the rates of progress of pupils across the four classes.
- Ensure that assessment moderation is consistent and agreed upon across the four classes, and that this is reflected in the data input and returns.
- Ensure own teaching is at least consistently good and often outstanding and models best practice for year group colleagues.

### **Standards in Year Group and Subject Area**

- Take responsibility for ensuring that teaching and learning is focused and is of a consistent high quality across the year group.
- Ensure that the year group team continue to develop their practice against the teachers' standards with the aspiration that all practitioners become outstanding.
- Develop own and team's accuracy knowledge and understanding in the moderation of work and input of data to accurately reflect the progress the pupils are making.
- Ensure the year group works smartly and effectively to meet curriculum targets

### **Stakeholder Community**

- Support colleagues in the year group to achieve appraisal targets which have been set.
- Support the team with the daily behaviour and conduct of all pupils within the year group.
- Liaise and work in partnership with the MDSA team to ensure all pupils in the year group have positive lunchtime experiences
- During absence of colleagues within the year group, induct any supply staff with procedures, routines, expectations, and key information regarding individual pupils.
- Ensure any parental enquiries or issues have been addressed and followed through.
- Apply professional skills and judgement to explore all points of view and options in order to make informed decisions and choices for any stakeholder.
- Produce a termly communication for the year group sharing forthcoming curriculum themes.
- Ensure that the school website is current and up to date with year group events.
- Attend and support the PTA fair and at least one other of their events over the academic year.

## **Skills and attributes expected as part of the role**

As part of the role have the ability to:

- Be a positive role model and influence on your year group and wider staff body
- have excellent communication skills, both orally and in writing
- develop and sustain effective working relationships with a wider range of stakeholders and outside agencies
- meet all given deadlines and help colleagues to do the same
- contribute to raising standards of achievement for all pupils and staff
- work under own initiative and as part of a wider team of education professionals
- work constructively and flexibly as part of a team, and understand the role within the whole school community.
- self-evaluate learning needs and actively seek development opportunities
- research and present findings to an audience
- persuade, motivate, negotiate, and influence with professionalism
- develop innovative practice
- develop accountability for self and others within the team.

This is in conjunction with the requirements of being a class teacher.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

**Brunswick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold an enhanced DBS disclosure. Brighton and Hove Council is an equal opportunities employer. We welcome applicants from all sections of the community and people of all protected characteristics.**

## **PERSON SPECIFICATION**

**JOB TITLE:** Class Teacher with Year Group Leader and Core Subject

**GRADE:** UPS plus TLR2b

### **ESSENTIAL CRITERIA**

**Job Related Education and Qualifications and Knowledge**

Qualified Teacher status  
Evidence of continuous INSET and commitment to further professional development  
Leadership qualification (desirable)

**Experience**

be able to demonstrate excellent practice within Key Stage 2/Key Stage 1/Early Years Foundation Stage  
own a clearly developed set of strategies for successful classroom management  
have developed their own clearly developed set of principles that show an understanding of how children learn  
working in partnership with parents/carers  
preparation and administration of statutory National Curriculum tests  
Leading a core subject across a school

**Knowledge**

theory and practice of providing effectively for the individual needs of all children (e.g., classroom organisation and learning strategies)  
statutory requirements of the New National Curriculum and knowledge of implementing the revised OFSTED framework

monitoring, assessment, recording and reporting of pupils' progress in the Year Group and a core subject

statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN (Special Education Needs) and Child Protection/Safeguarding

effective teaching and learning styles which meet the needs of all children

using a positive approach to promote learning and excellent behaviours for learning

**Skills/Abilities**

boundless enthusiasm for teaching

show a clear commitment to putting our children first

ability to add to the positive atmosphere in the staffroom

promote the school's ethos and aims positively, and use effective strategies to monitor motivation and morale

develop good personal relationships within a team

establish and develop close relationships with parents/carers, governors, and the community

communicate effectively (both orally and in writing) to a variety of audiences

create a happy, ordered, challenging, stimulating and effective learning environment where all children are encouraged to reach their full potential

**Equalities/ Safer Recruitment**

to be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people.

demonstrate emotional resilience in working with dysregulated behaviours.

**Other Requirements**

Passionate about improving outcomes and quality of provision in a subject area

Skilled at empowering others

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