

## **BEN JONSON PRIMARY SCHOOL**

### **YEAR GROUP LEADER/ SUBJECT RESPONSIBILITY - JOB DESCRIPTION 2022-23 - TLR 2C**

All staff at Ben Jonson Primary School are expected to support school policies, practices and procedures as agreed by the Governing Body, the Head Teacher and staff of Ben Jonson Primary School.

Name \_\_\_\_\_ Date \_\_\_\_\_

**This role is a full-time responsibility (1.0 FTE).**

**The successful candidate will receive additional MLT for meetings and directed tasks.**

#### **MAIN RESPONSIBILITIES**

In addition to the duties of a school teacher as set out in the current "School Teachers' Pay and Conditions Document", the post holder would be required to undertake the following responsibilities:

1. To teach all curriculum areas appropriate to children in the primary age range.
2. To contribute to the general wellbeing of the children and ethos of the school.
3. To take part in curriculum development as part of a team and as an individual.
4. To promote equal opportunities within the school and to ensure the implementation of the school's Equal Opportunities policy.

#### **MAIN DUTIES**

- To employ a range of teaching strategies appropriate to different abilities and needs, including the use of a variety of methods of classroom organisation.
- To evaluate and record pupil performance, meeting the requirements of the National Curriculum with regard to assessment in the appropriate Key Stages.
- To incorporate ICT and cross-curricular skills, themes and dimensions in teaching.
- To communicate clearly and effectively with pupils, parents, governors and professional colleagues.
- To contribute to the ethos of the school by helping children to develop a sense of self-worth and self-discipline.
- To identify and support the special educational needs of the children.
- To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised.

#### **YEAR GROUP LEADER MAIN DUTIES**

- Represent year group colleagues.
- Lead on Pupil Progress Meetings and ensure clear plans are written for raising standards.
- Liaise effectively with key groups/people including SLT, SEN, EAL, Admissions and Assessment
- Ensure statutory requirements are well managed including any assessments or moderation.
- Build up and maintain an up-to-date portfolio of assessed and moderated work covering the work of the Year Group, and advise colleagues in the maintenance of records of pupil progress and achievement.
- Lead the year group in raising standards and ensuring all children are making good progress.
- Work with the Year Team to implement the school's policies for assessing, recording and reporting on pupil achievement, and use this information to recognise achievement and to assist pupils in setting targets for future improvement.
- Ensure that assessment predictions are challenging for all pupils.
- Ensure that pupils' achievements in previous classes or schools are effectively used to secure good progress.
- Be a communication link between teachers, SLT, the Deputy Head Teacher and the Head Teacher
- Lead the curriculum planning, evaluation and development and ensure consistency in provision within the year group and across the phase.
- Ensure curriculum coverage, continuity and progression within the Year Group for all pupils, including those of high ability and those with SEN or EAL needs.
- Maintain up-to-date Schemes of Work for all areas of the curriculum taught in the Year Group.
- Ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning within the Year Group's Scheme of Work, and communicate such information to pupils.

- Ensure staff within the year group are deployed effectively to ensure the best use of subject, technical and other expertise.
- Have an overview of monitoring and assessment, ensuring its completion within the year group.
- Lead year group events e.g. concerts, visits etc.
- Organise and evaluate year group resources.
- Assist the Head Teacher in monitoring and developing the teaching and learning in the year group.
- Act as a team leader/mentor for year group colleagues in any performance management procedures for which they should require support linked to joint targets related to your year group
- Support and offer guidance to colleagues in the year group including supporting Year Group colleagues in their pastoral work.
- Support new staff in the Year Group and assist their understanding of the school's policies and procedures.
- Create a climate which enables and encourages all staff working in the Year Group to develop and maintain positive attitudes.
- Ensure the efficient and effective use of learning resources, including ICT.
- Ensure that there is a safe learning environment in which risks are properly assessed.
- As a Year Group Leader take responsibility for whole school development priorities.
- Implement Ben Jonson Primary School's policies and practices which reflect the school's commitment to high achievement, effective teaching and learning.
- Support the Head Teacher in evaluating budget spending and deployment of staff.
- Support the Head Teacher in promoting the ethos of the school.

***To whom responsible:*** Key Stage Leader (if applicable), Assistant and Deputy Head Teacher and Head Teacher.

#### **SUBJECT LEADERSHIP**

- Be accountable for high quality learning and teaching in all aspects of the Curriculum Subject through regular monitoring and support to promote high standards and achievement for all.
- Ensure children attain well and make at least good progress in the Curriculum Subject.
- Maintain any awards, statutory requirements and accreditations where applicable
- Liaise with SLT and the Headteacher to promote the subject with stakeholders and to ensure it has a high profile aiming for any appropriate accreditations, awards or participating in events
- To take overall responsibility for specific and agreed aspects of the leadership and management of the curriculum subject
- Maintain up-to-date tracking/assessment systems within the subject, to inform teaching staff of and monitor the progress of under attaining children
- Ensure all staff are up to date on the specific subject through effective CPD, training, resources and briefings

#### **LEADERSHIP**

- Maintain effective and positive relationships with parents to strengthen home-school relationships.
- Act as a positive role model for the teaching staff in professional conduct and the positive promotion of the behaviour policy and anti-bullying strategy.
- Work with other members of the Senior Leadership Team in managing behaviour incidents and maintain records to enable effective feedback to the SLT of behaviour and learning attitudes of the children.
- Identify targets for whole school development in the School Development Plan and contribute to annual and termly improvement plans
- To attend MLT meetings once a week, to work collaboratively with the SLT.
- To carry out the appraisal process for some of the school's support staff or teachers
- To assume a leadership role across the whole school in the absence of the head teacher and the deputy head teacher or members of SLT
- To make a positive contribution to the wider life and ethos of the school.

## BEN JONSON PRIMARY SCHOOL

### YEAR GROUP LEADER/SUBJECT LEADER - PERSON SPECIFICATION

All staff at Ben Jonson Primary School are expected to support school policies, practices and procedures as agreed by the Governing Body and the Head Teacher and staff of Ben Jonson Primary School.

#### EDUCATIONAL ACHIEVEMENT / QUALIFICATION / TRAINING

Recognised appropriate teaching qualifications.	E
A commitment to continuing personal professional development.	E

#### JOB RELATED KNOWLEDGE / APTITUDE / SKILLS

Knowledge and understanding of the curriculum appropriate to the children in the primary age range.	E
The ability to employ a range of teaching strategies appropriate to different abilities and needs.	E
The ability to evaluate effectively and plan flexibly, as an individual and as part of a team.	E
Meeting requirements for the assessment and recording of pupils' development.	E
Preparing and marking to facilitate positive pupil development.	E
The ability to incorporate ICT, cross-curricular skills, themes and dimensions in teaching.	E
The ability to employ a range of classroom management skills to maintain discipline.	E
Providing feedback to parents on a pupil's progress at parents' evenings and other meetings.	E
Show commitment to the school's vision and ethos	E

#### EXPERIENCE

Teaching experience in primary school(s). At least four years' experience.	E
Development of a curriculum subject or area	E
Leading staff training	E
Excellent classroom practitioner who is able to support colleagues to raise standards in teaching	E

#### PERSONAL QUALITIES

Motivating pupils with enthusiastic, imaginative presentation.	E
The ability to work as part of a team.	E
The ability to communicate effectively with a wide range of people, including children, staff, parents, governors and external agencies.	E
Flexibility, initiative and the ability to maintain a positive approach.	E
The ability to manage self and time well	E
A positive approach to performance management and self-improvement	E
The ability to effectively manage, support and motivate colleagues	E

#### PHYSICAL

No physical requirements, however please note that the school is over two floors so stairs will be used regularly.	N/A
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#### EQUAL OPPORTUNITIES

An understanding of and commitment to the promotion of equality of opportunity.	E
Commitment to safeguarding pupils	E

E: Essential

D: Desirable