

# Job Description

**Post:** Year Group Lead (with curriculum subject responsibility) (in addition to the Class Teacher Job Description)

**Responsible to:** Headteacher

**Line Manager/s:** Headteacher, members of the senior leadership team (SLT) and the Academy Executive Team

**Supervisory:** The postholder will lead a phase team and will assign roles to staff within that team.

## **Professional Duties / School Leadership & Management Role:**

- To lead a Year Group in the school.
- To have specific responsibility for the co-ordination and management of the Year Group.
- To lead target setting and monitoring within the Year Group and report on the standards achieved within the phase.
- Review and co-ordinate statutory and non-statutory assessments within the Year Group.
- To keep up to date with the philosophy, teaching methods and resources available by liaising with outside agencies, in-service course, visits and personal study; reporting and discussing with other staff.
- To act as a consultant, adviser and in-service organiser to other staff, sharing knowledge and ideas as well as showing by personal example of how these areas can be used both to enhance and differentiate all areas of the curriculum.
- To carry out duties commensurate with the academy mentoring policy
- To have responsibility for the deployment of support staff within the Year Group.
- To carry out any other reasonable duties requested by the Headteacher or Executive Team.

## **As part of the senior leadership team you are required to support the Headteacher and Deputy Headteacher in the following areas:**

- Assessment and Tracking
- Monitoring and Staff Development
- Appraisal
- Curriculum
- Supporting the GTP Programme, student placements and NQT induction

**These will require you:**

- To be involved in target setting, monitoring and reporting on standards achieved.
- To respond to the requirements of assessment and to assist in the development of appropriate forms of profiling.

### **Appraisal and Professional Development Leader**

You are required to support the Headteacher in the conducting of the Appraisal process for teachers and non-teaching staff within the academy. This will include collection of data through a range of methods including classroom observation.

You are also required to initiate and maintain a programme of Appraisal meetings for Teaching and non-teaching staff. The cycle of meetings will include a target setting, mid-year review and end of year meeting. You will maintain all records appropriately and share outcomes with the Headteacher.

The expectations of REAch2 are that all teachers will work to the professional duties set out in the School Teachers' Pay and Conditions Document and the National Standards.

### **Confidentiality**

It is expected that all REAch2 employees ensure confidentiality is maintained in line with agreed policies and protocols.

### **Safeguarding**

All REAch2 employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

### **Trust Policies**

It is the expectation of all REAch2 employees that they familiarise themselves with all academy policies and any updates.

### **Professional Development**

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments.

### **Health and Safety**

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy. The postholder will also be expected to undertake such other reasonable duties as requested from time to time by their line manager or executive/senior leadership team.



# Person Specification

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
<b>QUALIFICATIONS AND SKILLS</b> <ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Graduate</li> <li>• Clear communication/questioning skills – precise approach to written communication</li> <li>• ICT competent – Able to use IWB</li> <li>• Able to inspire children’s interest in learning</li> </ul>	Essential Essential Essential  Essential Essential		A A O I A  O O
<b>SPECIAL KNOWLEDGE, ABILITIES AND/OR EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Knowledge of strategies to support learning, progress and standards across the curriculum – evidence of impact on progress</li> <li>• Experience working in an Early Years setting</li> <li>• Knowledge of how ICT can be used to support/enrich learning</li> <li>• Effective classroom management skills – able to provide an effective environment for learning</li> <li>• Clear understanding of the role of assessment in the development of learning</li> <li>• Successful record of teaching within primary</li> </ul>	Essential  Essential Essential  Essential  Essential		A R O I  A O  A O I  A O I R  A O I R
<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>• Flexibility of approach</li> <li>• Well organized</li> <li>• Supportive – able to work as part of a team</li> <li>• Able to respond to and seek advice</li> </ul>	Essential Essential Essential Essential		R O R I R R
<b>INTEREST AND MOTIVATION IN THE JOB</b> <ul style="list-style-type: none"> <li>• Enthusiasm for children’s learning</li> <li>• Commitment to promote and support the aims of REAch2</li> </ul>	Essential		O I R A
<p style="text-align: center;"><b>*Key: A=Application, R=Reference, O=Observation, I=Interview</b></p>			