KS2 Year Group Leader – Class Teacher
Teaching and learning Responsibility (TLR2b £4,661)
Job Description

Job title: Year Group Leader
Whole school area of accountability: Teaching and learning responsibility for assigned year group
Grade: Standard national scale in line with the current School Teachers’ Pay and Conditions document plus the appropriate TLR2b payment
School: West Acton Primary School
Responsible to: Senior Leaders
Supervisory responsibility: Teachers and support staff in year group team. Half a day per week out of class given for Leadership Time

Main purpose of the job:

- To lead an assigned year group to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils through provision of a creative and rigorous curriculum.
- Take specific responsibility and accountability for the day to day management and organisation of your year group.
- Be an excellent classroom practitioner.
- To promote the wellbeing of staff and pupils in the school with particular reference to your year group team.
- Lead and co-ordinate the work of the assigned year group, ensuring all statutory and school assessments are undertaken and to be accountable for standards within the year group.

Main duties and responsibilities

In addition to carrying out the duties of a class teacher as outlined in the current School Teachers’ Pay and Conditions Document, the post holder receives a TLR2b for year group leader.

- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.
- To work with the leadership team in the process of devising, implementing, monitoring, assessing and evaluating the curriculum provision ensuring consistency across classes.
- Implementation of learning and teaching for the school, including areas of staffing, curriculum resourcing, pupil behaviour and achievement.
- Act as an ambassador for the school and positively engage with the wider school community.
- Be an excellent practitioner who is an example to staff, pupils and parents in terms of:-
  1. High personal standards of classroom practice
  2. Providing stimulating and challenging learning environment
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3. Excellent subject knowledge
4. The ability to plan, assess and evaluate to a high standard
5. High expectations of pupil achievement
6. Commitment and professionalism
7. Organisational and school operation skills
8. Understanding of whole school assessment and data analysis

- Observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of yourself, other staff and pupils.
- Collaborate, cooperate and support roles of colleagues, in achieving the school priorities and targets, and monitor the progress towards meeting them.
- Responsible for the welfare and safeguarding of children and young people.
- Ensure the promotion of equal opportunities in all aspects of school life.
- Maintain strong links of communication with parents and the wider community.
- Attend leadership team meetings as required and report to staff as necessary.

Specific Responsibilities

- Support staff in the assigned year groups to ensure that they understand the curriculum, school policies & procedures and follow them accordingly.
- Ensure the appropriate induction of pupils and staff into the assigned year group.
- Lead and co-ordinate the work of the assigned year group, being responsible for the quality of learning, pupil progress and standards.
- Monitor learning and teaching through shared lesson observations, planning, scrutiny of pupils’ work, and behaviour in order to raise standards.
- Ensure good progress of all pupils by analysing tracking data, moderating assessments, reviewing pupil progress with teachers to raise attainment.
- Work closely with other members of SLT and curriculum leaders, to ensure that standards, achievement, actions and developments are monitored to raise the levels of achievement of pupils and staff. Provide written reports when required.
- Ensure that regular PPA meetings are held and promote collaboration. Support team with preparation for progress meetings and reports as appropriate.
- Liaise with SLT and co-ordinate the deployment of staff, students and volunteers within year group.
- With support from the SLT ensure appropriate arrangements for statutory and non-statutory assessment are in place and carried out.
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- In liaison with the Headteacher, DHT & AHT use the results of pupils’ assessments and achievements to plan and provide support and monitoring for underachieving pupils or groups.

- Lead, develop and monitor effective continuity and progression for the transition of pupils to/from year groups.

- Ensure that parents are well informed about the curriculum, targets, children’s progress, attainment and other areas of school life including updating the school website.

To be responsible for leading on the following, which can be delegated to team members where appropriate:

- Organisation of year group events, such as workshops, school trips and visits
- Preparation and issue of communications to parents
- Support and management of teaching assistants including those responsible for PPA cover
- Support and supervision of supply teachers ensuring continuity of provision

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder

_________________________ Date ____________

Signature of headteacher

_________________________ Date ____________