

JOB DESCRIPTION

TITLE: Year Leader

SCHOOL: Warden Hill Junior School

RESPONSIBLE TO: Head Teacher/Assistant Head Teacher/Deputy Head Teacher

GRADE: TLR2

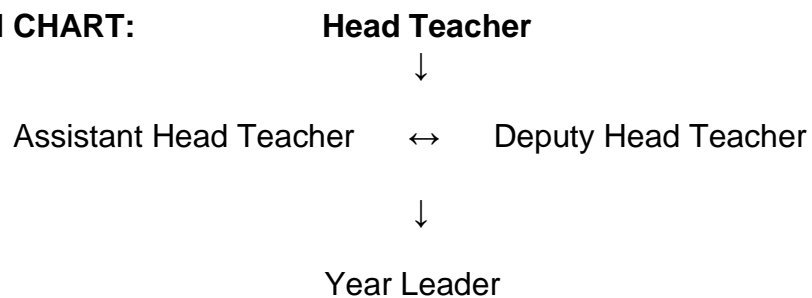
PURPOSE OF POST: This post is part of the Leadership team. The postholder has a whole school teaching and learning responsibility in the area of year leader. Within the year group the teacher will:

- Impact on educational progress beyond their assigned pupils
- Lead, develop and enhance the teaching practice of others
- Be accountable for leading, managing and developing whole school policy and practice.

The postholder will actively participate in whole school self evaluation and development against the five outcomes of Every Child Matters:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will undertake class teaching in a designated year group. Teaching and Learning Responsibilities will be:

1. Inform whole school planning and ensure that year team planning supports the aims and objectives of the school and meets the needs of all pupils.
2. Develop, monitor and assess policy, curriculum planning, assessment and teaching strategies, consulting with colleagues, identifying strategies to the Leadership Team and the Governing Body, and disseminating developments across the school.
3. Actively participate in the setting and evaluation of school and pupil results and use performance data to inform whole school and individual pupil targets, leading staff in a regular review of progress against targets, implementing change as necessary, ensuring high levels of attainment which meet the needs and potential of all pupils.
4. Contribute to the school self evaluation process, identifying areas for development in the year group, liaising with subject managers as required and incorporating the outcomes in planning.
5. Monitor the teaching and learning of others, contributing to the school's performance management process and coaching, mentoring and training colleagues across the school.
6. Ensure the effective deployment of support staff and resources (ICT and consumables) within year teams, informed by curriculum mapping.
7. Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise. Lead on the management of year group routine.
8. Ensure personal professional development, being up-to-date in national and local developments, contributing to school networks and clusters and keeping others informed.

DIMENSIONS:

Supervisory Management:

Financial Resources:

An annual budget of £150 2011/2012 for year group resources

Other:**CRB**

Because of the nature of this job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable impact on school improvement.	1,2	Working with children with English as an Additional Language.	1,2
	Demonstrable experience of using performance management and performance data to inform target setting, planning and policy.	1,2	Line management of others.	1,2
Skills/Abilities	Able to communicate with a variety of stakeholders (eg governors, colleagues, parents, the community, external agencies).	1,2	Whole school self evaluation.	1,2
	Able to lead, coach and mentor others, persuading and influencing those resistant to the management of change.	1,2	Ability to lead on a whole school project or initiative.	1,2
	Able to use IT to support both the curriculum and work organisation.	1,2		
	Able to work as part of, and contribute to, a whole-school, multi-disciplinary team.	1,2		
	Able to monitor and evaluate teaching, learning and school policy.	1,2		
	Able to identify the necessary resources which ensure high quality teaching and learning.	1,2,5		
	Able to assess the needs of individuals to inform the targeting of individual needs.	1,2		

	Able to deliver consistently high quality lessons, evaluate the impact of these and develop future planning accordingly.	5		
Equality Issues	Demonstrable commitment to inclusive teaching and learning.	2,5		
	Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	1,2		
Specialist Knowledge	Subject/knowledge of KS2 curriculum	1,2,5		
Education and Training	Qualified Teacher Status	4		
	Evidence of ongoing cpd.	1.2		
Other Requirements				

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification
5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The postholder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct