

Job Description – Year Lead & Class Teacher

Description

The phase leader will be accountable to The Trust, working effectively with the Headteacher, Senior Leadership Team and other staff at The Langley Academy Primary in all aspects of developing learning and teaching, curriculum, assessment and enrichment.

The Year Lead is to be:

- A primary teacher with experience in Upper KS2
- An experienced curriculum and team leader
- A senior teacher within their year group, supporting other colleagues and undertaking day to day leadership of their year group.

Job Purpose

To coordinate a specific year group with the school. To be an outstanding teacher, able to support staff to develop their own practice. To provide high quality teaching and learning, to enable young children to make good progress. Assisting all pupils to develop emotional security, self-belief and mature social skills as well as ensuring all children develop a love of learning and an excitement about coming to school each day.

Year leads are accountable for the progress that the pupils in their year group make during an academic year.

Job Specification

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Specific Responsibilities

- The year group lead will be class-based within their year.
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- Lead by example of their practice and by positively encouraging and supporting all members of staff
- Support the day to day running of the year group, ensuring all lessons are taught
- Promote inclusion and personalised support for all pupils within their year group, taking a lead in securing pastoral and behaviour support within the year.
- Support staff to develop mid-term planning, maintaining TLAP standards.
- Lead regular year group meetings with team members
- Performance manage staff

- Work with students and Newly Qualified Teachers to offer appropriate mentoring, induction and support.
- Work with the Assessment coordinator and other staff to monitor the progress and attainment of children within the year group, ensuring high expectations by all teachers
- Monitor children's work to review progress and make recommendations for change where necessary.
- Closely liaise with other year group leaders to ensure effective transitions for pupils throughout the school
- Work with the Headteacher and other members of senior staff to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well-matched curriculum for all children
- Coordinate a core subject, monitoring, reviewing and evaluating the subject to ensure that it is being effectively delivered throughout the school
- Contribute to the Academy Improvement Plan and School Evaluation Documentation
- Create a year group Action Plan

Classroom teacher responsibilities:

Teaching and Learning –

- Create a positive, caring, supportive, purposeful, innovative and stimulating environment which is conducive to children's learning.
- Plan and teach lessons that are good or better, ensuring breadth and balance in all subjects.
- Use teaching methods which capture pupils' interest and maintain their engagement.
- Provide opportunities to develop pupils' wider understanding by relating their learning to 'reallife' through first hand learning experiences.
- Plan and implement a personalised curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning.
- Encourage pupils' motivation and enthusiasm, securing positive attitudes to learning and high standards of behaviour.
- Develop effective ways of overcoming barriers to learning and sustain effective teaching through the use of Assessment for Learning.
- Organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- Identify clear teaching objectives, learning outcomes and success criteria with appropriate challenge and high expectations.
- Work with support staff and other teachers in the classroom to maximise learning opportunities.

Monitoring, assessment, recording, reporting and accountability

- Monitor, evaluate and review pupils' progress, achievement and attainment and ensure appropriate action plans are in place where issues are identified.
- Set clear targets for pupils' learning that builds on prior attainment.
- Be responsible for the progress of all pupils within the class, including vulnerable groups (SEND, pupil premium, EAL).
- Maintain a regular system of assessing, recording, tracking and reporting of children's progress.
- Prepare appropriate records for the transfer of pupils.
- Communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- Promote and facilitate parental involvement in teaching and learning through a shared home/school approach.
- Liaise with colleagues across The Trust and other professionals as required.

Safeguarding

- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- Maintain good behaviour and discipline among the pupils, safeguarding their health and safety.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Support the pastoral care of pupils.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and working together in relation to child protection and safeguarding children and young people.

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- Develop and improve subject knowledge and pedagogy.
- Support the Headteacher in promoting the ethos of the school.
- Lead staff meetings.
- Be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- Contribute to and implement all school policies.
- Identify own professional development needs and ensure that these needs are addressed through appropriate training.

Wider Role

- Support curriculum leaders in the development and implementation of curricular and cross curricular initiative through a number of methods including, running clubs or enrichment sessions.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To undertake such duties as may be reasonably required by The Executive Principal or Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.