



#### Job Description

JOB TITLE	Year Group Leader
PHASE	Primary
REPORTING TO	Assistant Headteacher

#### Job Purpose

To teach a class or groups of children in line with whole school policies and schemes of work, and to lead a year group including the undertaking of pastoral, administrative and leadership duties in keeping with the School Teachers Pay and Conditions of Employment document and meet the professional standards for teachers.

Carry out monitoring and evaluation activities to improve teaching and learning, including work scrutinies, lesson observations, learning walks.

Direct and supervise support staff assigned to them, and where appropriate, other teachers

#### Duties and Responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

- All staff are expected to work towards the school's aims, uphold the school's principles and policies which underpin good practice and the raising of standards.
- Demonstrate a thorough and up-to-date knowledge of the teaching of primary aged pupils and take account of wider curriculum developments which are relevant to your work.
- Consistently and effectively plan lessons and sequences of lessons to meet pupils' individual learning needs.
- Consistently and effectively use a range of appropriate strategies for teaching and classroom management.
- Consistently and effectively use information about prior attainment to set well grounded, high expectations for pupils and monitor progress to give clear and constructive feedback.
- Demonstrate that, as a result of your teaching, your pupils achieve well in relation to their prior attainment.
- Take responsibility for your professional development and use the outcomes to improve your teaching and pupils' learning.
- Make an active contribution to the policies and aspirations of the school.
- Be responsible for the development of at least one subject area across the school particularly the progress made and standards achieved by pupils.



### Key Tasks

- Ensure planning is of a high quality- well pitched, sequential and challenging.
- Preparation for any statutory assessments and other assessments in line with trust schedule.
- Prepare for moderation (trust and external)
- Keep up to date with developments in education and be research and evidence informed.
- Lead year group PPA, responsible for outcome of session
- Ensure year group meet for at least 10 minutes every day to discuss learning in English and Maths. Support teachers in identifying appropriate next steps.
- Ensure working walls and learning environments are stimulating and showing high quality examples across all classes
- Establish high expectations for books and ensure consistency across classes, including quality and frequency of marking
- Support all staff in year group to ensure all teaching is at least good with lots being outstanding.
- Responsibility for year group events, year group contributions and off site visits
- Line manage additional adults in the year group consulting with SENCo when necessary
- Attend Year group leader meetings with SLT as required
- Ensure good communication with parents for year group information including curriculum and homework alongside day to day concerns or issues.
- Ensure data entry on tracking systems is consistent, timely and accurate across all classes.
- Ensure information for areas of responsibility are up to date on school website and social media updates provided.
- Be open to team teach, coach and mentor others in your team.

### Generic Duties relevant to all members of Staff

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at New Horizons Children’s Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.



- This may mean undertaking tasks outside of your area of responsibility where required.

#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

#### Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.



- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Year Group Lead within Thinking Schools Academy Trust

Name:.....

Signed: .....

Date: .....