



Beeches Infant School

JOB DESCRIPTION: Year Group Leader with Science and Foundation Subjects

Job Title/Post: Year Group Leader + Science with a lead role in managing the Teaching and Learning of Foundation Subjects

Full Time post. Salary: Teaching and Learning Responsibility Payment -
MPR/UPS + TLR 2 (£3,482)

Responsible to: Head Teacher/DHT

Responsible for: A Year group, Science and leading subject facilitators in the Teaching and Learning of the Foundation Subjects across the school

Job Purpose:

In addition to the responsibilities of a teacher as set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities:

To assist the HT and SLT through managing and leading any designated Year group which will be reviewed annually* to achieve high quality teaching, effective use of resources and the highest standard of learning and achievement for all pupils.

To lead, co-ordinate and evaluate teaching and learning within the year group and to liaise with other members of the Leadership Team where necessary, to ensure continuity and progression throughout the curriculum.

To take an active role in the leadership and management of the school in promoting the well-being of staff and pupils in the year group, by being an exemplar role model.

To be committed to the vision of the school and willing to trial new approaches based on research and practical advice in order to enhance the provision for the children.

To lead the school in a specified subject; Science and lead subject facilitators in the Teaching and Learning of the Foundation Subjects

To undertake the professional duties which the Head Teacher may reasonably ask you to undertake. * The year group you lead may change depending on whole school needs.

Leading Learning and Teaching:

Lead by example as a teacher and as a manager, achieving high standards of pupil attainment and progress, behaviour and motivation through effective teaching.

To be responsible to the head teacher for co-ordinating the work of the year group, supporting and advising where appropriate.

To monitor the quality of teaching and learning in the year group, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupil's work.

To review long term planning in the year group to ensure coverage, progression and a range of learning experiences across the Key Stage.

To liaise with the other year group leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from EYFS to KS1 to KS2.

Ensure year group planning is effectively carried out and ensure pupils' individual needs are being met and information for your year group and subject is included on the website.

To monitor the standards of achievement and behaviour within your year group to ensure continuity and progression.

Set appropriate expectations for year group staff and pupils in relation to standards of pupils' achievements and the quality of teaching and establishing clear targets for improving and sustaining pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.

Supporting year group staff to meet Performance Management targets.

To carry out pupil progress meetings in year group as required.

Recording and Assessment

Have input into the target setting process for raising achievement for year group pupils and feedback to the SLT and Head Teacher.

Monitor progress in year group and ensure appropriate co-ordinator action plans are being implemented.

Monitor year group planning to ensure individual needs are being met.

To analyse year group tracking data and use other external data information as required.

Accountability for leading, managing and developing the year group.

Leadership

Support the Head Teacher and SLT in providing a clear vision and direction for the development of the school.

Taking a leading role in specified subject. Provide INSET, implement, monitor and review practice.

Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a role in the preparation, implementation and monitoring of the school's improvement plan.

To performance manage identified members of staff.

Attend Leadership Team meetings as required, and report back to staff when necessary.

Be a strong advocate for change and champion school improvement and convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives

Establish good relationships, encourage good working practices and support and lead teachers

Plan, organise and chair year group meetings as appropriate in order to ensure school policies and practices are being implemented.

Liaise with teaching assistants timetabled within your year group and outside agencies.

Standards and Quality Assurance

Support the aims and ethos of the school.

Attend and participate in open/parent evenings appropriate to your year group.

Uphold the school's behaviour code and uniform regulations.

Participate in staff training and Continuing Professional Development.

Attend team and staff meetings.

People and relationships

Sustain effective, positive relationships with all staff, pupils, parents and the local community.

Encouraging moral and spiritual growth and social responsibility amongst pupils,

Managing innovation and change

Working collaboratively.

Manage and develop effective working relationships with all staff in the school.

Leading, developing and enhancing the teaching practice of others

When required, lead the professional development of all staff through example, coaching peer support and target setting.

Contribute to the training needs and the provision of effective INSET.

Ensure support and training during the induction of new year group staff and for trainee teachers.

Support the establishment of priorities for expenditure across the year group.

Manage the resources for the year group and your specific subject area.