

## JOB DESCRIPTION

<b>JOB TITLE</b>	Year Lead with Teaching Responsibilities
<b>SALARY</b>	Teacher's Main Pay Scale / TLR 2.1
<b>WORKING TIME</b>	FTE1.0

### The Core Purpose

*To provide a high quality of education to children across Key Stage 2 and/or Key Stage 3 that allows every child to reach his/her potential and develop, as an independent learner, within a safe and stimulating learning environment.*

#### 1. Duties and Responsibilities:

- to teach, according to their educational needs, pupils assigned to him / her in the allocated classes;
- to control and oversee the use and storage of teaching materials and resources provided for class usage and to work collaboratively with teaching assistants;
- to maintain an environment conducive to learning by following the school Behaviour Policy and procedures;
- to promote equal opportunities within the school and
- be responsible for promoting and safeguarding the welfare of children that he/she are responsible for/ come into contact with, in accordance with the school's safeguarding and Child Protection Policy;
- to take responsibility for the pastoral care of students in the year group, liaise closely with other Year Leaders to ensure continuity and progression across the Key stages 2 and 3;
- to lead by example in all areas of the pastoral curriculum
- to monitor attendance, behaviour and welfare within their year group;
- to be responsible for transition across as appropriate for the year group: either between year 6 and 7 or between schools – Year 5 and Year 8 working closely with our feeder and Upper schools and SLT;
- to establish good relationships, encourage good working practices and support;
- to lead, support, motivate and direct tutors and support staff working within the year group;
- to oversee all aspects of the pastoral organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered;
- to liaise and co-operate with SEN/inclusion staff and outside agencies on the academic, pastoral, social, vocational and behavioural needs of students in the year group;
- to co-ordinate assemblies and effective use of tutor periods, SMSC, collective acts of worship and British Values;
- to work closely with the Pupil Voice;
- to facilitate enrichment activities for the year group;

#### 2. Key Tasks

The key tasks attached to the teacher are:

- to plan stimulating and engaging lessons in accordance to the scheme of work, that take into account the abilities of the children in the allocated groups;
- to assess pupils' attainment, achievement and progress in accordance with relevant school policies and arrangements;
- to monitor and report to parents on the progress of pupils taught;

- to be a Form Tutor to an allocated group of children and be responsible for their pastoral care;

**As a Year Lead:**

- to lead and manage the achievement, progress and pastoral provision for a year group of students;
- to track and monitor, attendance, achievement and the behaviour of students within your appointed year group to ensure that successes are recognised and any barriers to learning are quickly addressed;
- to take a lead responsibility in co-ordinating appropriate intervention for students within your year group whose attendance or behaviour is a concern;
- to co-ordinate the delivery of the pastoral curriculum, and liaise with other Year Leads where necessary, to ensure continuity and progression of pastoral provision throughout the school.

**3. Knowledge and Skills**

- To have an appropriate knowledge and understanding of the subject(s) taught.
- To understand how children, learn effectively and be able to use a variety of teaching and learning strategies.
- To have excellent interpersonal skills.
- To have an understanding of how to promote pupil well-being.

**4. Relationships**

- The postholder is responsible to the Headteacher in all matters; to the relevant subject leader in respect to curriculum matters and the Assistant Head Teacher responsible for Personal Development in respect to year group matters.
- The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.
- The postholder is responsible for establishing positive and effective relationships with pupils, parents and other stakeholders, which are based on mutual respect.

**5. Working Environment**

- To develop a well ordered, tidy and stimulating learning environment.
- To use displays as an effective teaching and learning tool and to celebrate pupil achievement and success.

**6. Additional Duties**

- Play a full part in the life of the school, to support its ethos and to encourage staff and pupils to follow this example.
- Undertake any other duty specified in the *School Teachers Pay and Condition document (STPCD)* not mentioned above.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description (whilst the main duties of the post are explained above, each individual task may not be specified).
- Employees are expected to be courteous to colleagues and provide a welcoming environment for visitors to the school.
- The school will endeavour to make any necessary and reasonable adjustments to the job and the working environment to enable access to employment for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be amended at any time following discussion with the Head teacher and member of staff and will be reviewed annually.