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## Job Description – Class Teacher with Year Lead responsibility

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### Job Purpose & Objectives

#### Details

The purpose and objectives of the post are laid out below in 'Main Duties & Responsibilities'.

Achievement of these objectives will contribute to the well-being and education of the children in our care.

### Main Duties & Responsibilities

#### Details:

Teach in accordance with the requirements of the Conditions of Employment of School Teachers, Teacher Standards, in line with the National Curriculum, school policies and schemes of work demonstrating nothing less than good and more often outstanding in relation to progress and attainment.

- Set a high standard of professional example, ensuring that the classroom is well planned, organised, and tidy and provides a bright and stimulating environment in which children can learn.
- Manage the classroom well in order to provide a variety of teaching and learning styles as appropriate and to allow for differentiation according to ability.
- Be accountable for the quality of teaching and learning and the standards attained within the class

Secure and sustain effective teaching by:

- Setting high expectations for behaviour and instilling a positive learning ethos.
- Being clear about teaching objectives, learning intentions and success criteria in lessons
- Understanding the sequence of the teaching and learning cycle and communicating this to pupils
- Providing appropriate teaching and learning methods to suit differing pupil needs, focussing on quality differentiation and providing a fully inclusive classroom
- Ensuring curriculum coverage, continuity and progression for all pupils
- Gathering, analysing and using data to inform planning and reporting
- Setting high expectations and targets for pupils that are realistic and challenging and secure improvement in pupil performance
- Evaluating the quality of teaching and standards of pupils' achievements, using the analysis to identify effective practice and areas for improvement

Carry out the duties of a class teacher, in accordance with school policies, in respect of pupils to include:

- The establishment of rapport with pupils to develop their social and academic potential.
- Assessing recording and reporting on the development, progress and attainment of pupils using the agreed strategy and assessment for learning and summative strategies.
- The planning and review of the year group curriculum on a regular, weekly basis with the year team.
- Responding to pupils' work in accordance with school policy including the monitoring of pupils' homework and home learning.
- The maintenance of discipline and acceptable standards of conduct and appearance of pupils.
- The marking of the electronic register, ensuring absences and lateness are accounted for.
- Carefully manage the use and storage of stock and resources used within the classroom.
- Deal with all administrative, organisational and supervisory tasks pertaining to the class teacher role efficiently and effectively
- Be aware of all health and safety and risk policies and practices of the workplace and share in collective responsibility for their implementation
- Attend assemblies with the class and take turns to lead these events.
- Participate, as directed, in meetings with colleagues and parents in respect of the duties of the post.
- Attend staff meetings as directed.
- Participate, as directed, in in-service training in order to keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.
- Participate in the Appraisal programme operated by the school.
- Lead a curriculum subject/area. (not applicable to NQT's)
- Mirroring the school's practice in school-home links, develop a partnership with parents that involves them in their child's learning and informs them about pupil achievement through effective reporting procedures.
- Where appropriate, develop effective links with the community to extend both the curriculum and pupils' wider understanding.
- Contribute to the overall aims and objectives of this school and its commitment to high standards and securing school improvement, acknowledging that all pupils have an important part to play in realising these objectives.
- Engage in appropriate opportunities for staff development, taking a leadership role whenever appropriate.
- Contribute to the process of self-evaluation and continuous improvement of Hill View Primary school.
- Promote and demonstrate across the school the agreed learning values and ethos values of Hill View Primary school.
- To assist the Headteacher in providing professional leadership for the school, which secures its success and improvement, ensures high quality education

for all its pupils and improves standards of learning and achievement within the ethos of the school.

- Through their own good practice and professional relationships with others, be a positive role model to all those in the school community.
- Be committed to promoting and safeguarding the welfare of children.

### **Year Lead Duties and Responsibilities**

- Set a high standard of professional example – be an excellent positive role model, developing excellent relationships with all in the team as well as staff across the school
- Role model exceptional teaching and set the standard for teaching in the year group
- Overall responsibility for attainment and progress of all pupils in year group
- Keep abreast of current thinking and research and implement and utilise effective strategies and best practice in order to help accelerate pupil progress
- Demonstrate high expectations of behaviour, holding pupils to account for their actions at all times
- Through liaison with senior leadership team, support the pastoral care of the year group, implement pastoral provisions and behaviour management strategies for all pupils including those who are vulnerable.
- Maintain excellent relationships with parents
- Contribute to the overall academy wide leadership though specific leadership duties. Help develop staff through feedback and support (this role will not involve formal line management, but will involve informal support and guidance of staff.

### **Main Duties - Year Group Leadership**

- Responsibility for maintaining high standards of learning and behaviour across their year group
- Overall responsibility for progress and attainment of year group.
- Work closely with the senior leadership Team to ensure standards and provision are of a consistently high quality in their year group
- Ensure high standards achieved in books, across the year group
- Be responsible for establishing and monitoring a consistent approach to assessment across the year group team in line with policy. Moderate standards achieved half termly.
- Be responsible for data analysis of cohort, action planning for accelerated progress where appropriate and leading pupil progress review meetings with team
- Ensure all classroom environments across the year group are of a consistently high quality and underpin best practice; ensure all classrooms are tidy, purposeful and organised in a way that is conducive to learning
- Ensure year group environment and displays, including corridors and communal spaces are inviting, vibrant, exciting and reflect learning across the whole curriculum; ensure areas are tidy
- Address misbehaviour by pupils in their year group with appropriate sanctions and parent meetings as appropriate

- Ensure consistent approach to management of behaviour across year group which aligns with Hill View's policy
- Drive aspirational culture and organisation to ensure the effective running of the school day for their year group, including communal times (e.g. lunch, break)
- Coordinate agenda for all year group meetings, using feedback from SLT meetings and ensure minutes are distributed in a timely manner to both year group colleagues and line manager
- Be responsible for the induction of new staff members into the year group
- Help keep systems organised and up to date for your year group ensuring consistency
- Model precise and consistent use of systems to all teachers in year group
- Be responsible for the performance management of support staff as appropriate
- Attend regular SLT meetings and liaise with colleagues as appropriate
- Lead or where agreed with line manager support, whole year group activities and trips

### **Transition, Planning and Assessment**

- Have an overview of assessment for the year group
- Lead the year group in planning of assessment weeks, inputting and analysis of data, identification of off-track pupils and for interventions, review impact of previous interventions and actions. (Assess Plan, Do, Review)
- Lead weekly planning meetings to evaluate progress of current planning and ensure that effective short term planning is in place across the year group, using the agreed planning formats.
- Ensure work planned enables curriculum coverage and equal provision across year group

### **Additional Information**

At Hill View Primary, it is our practice to vary specific staff responsibilities in line with needs of the school. This will be carried out in consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

### **General Information for all Posts**

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The aim of this job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

This job description may be amended at any time after discussion with the post holder.