



## **Job Description**

### ***Year Group Lead Teacher***

This post is directly responsible to the Headteacher.

This post directly leads the work of class teachers and class TAs.

The post holder is a class teacher. Dedicated leadership time will be allocated.

This post forms part of the school's Middle Leadership Team (MLT/YGL).

### **KEY PRIORITIES**

- To act as a role model for the school values and lead within the principles of ethical leadership
- To work with the Headteacher to lead the school to excellent achievement for all pupils
- To be a model practitioner of excellent class teaching
- To lead teachers promoting excellent learning and teaching for all pupils, and specifically pupils in allocated year group
- To ensure attainment and progress across allocated year group is high for all pupils
- To ensure safeguarding of all members of our school
- To lead the performance management of teachers within allocated year group
- To promote equal opportunities in all aspects of the school work

### **MAIN RESPONSIBILITIES**

#### **STRATEGIC DEVELOPMENT OF BROOKLANDS PRIMARY SCHOOL**

- Work with the Headteacher, Deputy Headteacher, staff and governing body to set the strategic direction of learning within the school
- Ensure that curriculum planning for allocated year group takes account of national and local policies and initiatives and ensure fidelity
- Encourage creativity, innovation and the use of new technologies to achieve excellence
- Ensure that curriculum planning for allocated year group takes account of the diversity, values, culture and experience of the school and community

#### **LEADING AND EVALUATING LEARNING AND TEACHING**

- Demonstrate the principles and practice of excellent learning and teaching (through guidance/teaching/evaluations of model lessons) so that staff see excellent practice
- Ensure the highest quality of learning and teaching in year group to enable all children to make maximum progress.
- Demonstrate and articulate high expectations and set stretching targets for children in allocated group (this is to be done in line with the school's performance management policy)
- To take a lead on the evaluation of learning in allocated year group by leading TDVs (teacher development visits), reviewing the quality of work in books and analysing progress data
- Lead data review meetings for allocated year group ensuring that success is celebrated, areas for development are clearly identified and impact evaluated
- Contribute to the strategic direction for the closing of the gap for vulnerable pupils (low attainers, those who have fallen behind, SEND, Pupil Premium, CLA, etc.), taking a lead on this in allocated year group
- To deliver or facilitate through others high quality CPD that supports the development of staff within year group and/or across the school
- Lead weekly (30 mins) or fortnightly (60 mins) year group planning meetings, ensuring the effective operational running of the year group and that high quality short/medium term lesson planning is discussed and shared

## DEVELOPING SELF AND WORKING WITH OTHERS

- Sustain a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Develop individuals and the allocated year group team
- Regularly review own practice, set personal targets and take responsibility for own professional development and performance
- Accept support and guidance from others, including the SLT, governors, the LA and the wider professional community
- Manage own workload and that of others to allow an appropriate work/life blend

## MANAGING THE ORGANISATION

- Ensure the day-to-day running of allocated year group including timetabling and, when directed, staffing
- Directing and developing the work of teaching assistants across the year group to ensure that learning is effectively supported and the needs of all groups of pupils are met in conjunction with the SENDCo
- Ensure that allocated learning areas promote excellent learning and that resources are readily available to support learning
- Attend fortnightly YGL meetings, contributing to discussions and making both strategic and operational decisions linked to the effective performance of the year group, implementing agreed actions
- Provide written or verbal reports/information as appropriate to the Headteacher or Governing Body, e.g. medium term planning, curriculum coverage for pupil reports, etc.

## SECURING ACCOUNTABILITY

- With the Headteacher, be accountable for ensuring that the children in allocated year group enjoy and benefit from a high quality education
- Ensure that school policies and processes are adhered to across allocated year group

## STRENGTHENING COMMUNITY

- Recognise and account for the richness and diversity of the school's communities
- Lead school strategy to build effective relationships with parents, carers and the community to enhance the education and personal development of the children
- Support the school's work to make strong links with parents and carers, community figures, businesses and other organisations
- Act as the second stage in the school's complaints process, supporting class teachers to resolve issues with parents as appropriate
- To celebrate the achievements of pupils within the year group via the school website and app

## OTHER DUTIES

- Follow the School's Safeguarding policies
- Follow the School's Equal Opportunities policies
- Maintain confidentiality, and observe data protection and associated guidelines

The Lead Teacher will be required to undertake any such reasonable duties as the Headteacher of Brooklands may require.

The Lead Teacher will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Teachers and Education and Employment legislation.