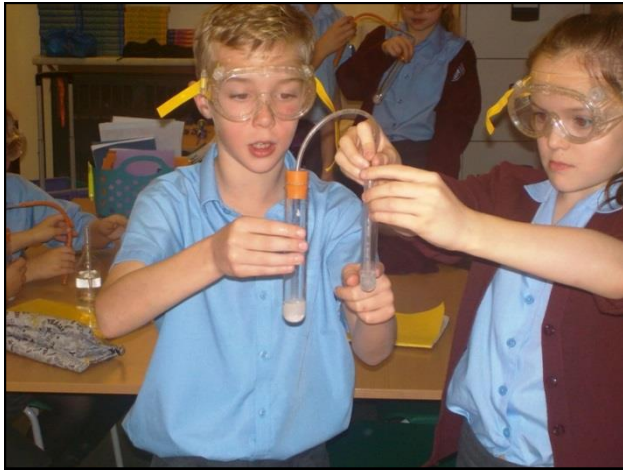


Year Group Leader

Recruitment Information Pack



Norsey View Drive, Billericay, Essex CM12 0QR

'Maximum Effort for Maximum Achievement'



Dear Applicant,

I would like to thank you for your interest in working at Buttsbury Junior School.

We are looking for a dynamic year group leader to work with the Senior Leadership Team on our school's journey from good to outstanding.

This is an extremely exciting opportunity for an ambitious person to further develop their career in a large junior school, working closely with Senior Leaders, Governors and me on all aspects of school improvement.

We have amazing children who have a genuine desire to learn. They are supported extremely well by their parents. We are also committed to learning beyond the classroom and have an excellent reputation for both music and sport.

It really is a very exciting time to join the leadership team at Buttsbury Junior School as we work together to achieve our goals. We are over-subscribed, with parents appealing for children to attend our school – I think that says a great deal!

I would strongly encourage you to come along and visit our school, ideally during the school day, as you really need to see the school in action to appreciate just what Buttsbury is all about.

The school is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced criminal record disclosure checks.

I look forward to receiving your application.

Yours faithfully,

Ann Robinson
Headteacher



The Application Process

The enclosed application form should be completed and returned by post to:

Ann Robinson
Headteacher
Buttsbury Junior School
Norsey View Drive
Billericay
Essex
CM12 0QR

Or emailed to head@buttsbury-jun.essex.sch.uk

Queries

If you have any queries on any aspect of the application process or need additional information please contact Ann Robinson, Headteacher.

The closing date for applications is Friday 20th October 2017

Provisional interviews date: will be held on Monday 30th October 2017

Person Specification

In their application, candidates are asked to state their understanding of the roles and responsibilities of the Year Group Leader and how they believe it applies to the post at our school.

Attributes	Essential	Desirable
Qualifications	QTS Status A degree	An interest in further professional development.
Professional Development	Evidence of sustained participation in in-service training. A good knowledge of current education issues.	Participation in work with other schools/clusters/agencies.
Teaching	Evidence of exemplary classroom teaching. Recent full-time teaching experience in primary school settings.	Experience of at least two schools.
Management Responsibility	Experience of curriculum leadership.	Experience of leading a significant curriculum development to implementation.
Resources	Experience of managing/co-ordinating staff. Experience of managing teaching resources.	Experience of inducting/mentoring staff.
Teaching and Learning	Practical understanding of effective teaching and monitoring & evaluation strategies.	Experience of peer observations and mentoring colleagues.
Standards	Involvement in school improvement work.	An understanding of effective school self-evaluation systems. An understanding of the process of target setting.
National Curriculum	Experience of planning across a Key Stage, including assessment, recording and reporting.	Experience of planning across Key Stages, including assessment, recording and reporting.
Parents & The Wider Community	An understanding of the roles played by parents and the wider community.	Experience of working directly with the wider community.
Governance	An awareness of the role of the Governing Body.	First-hand experience of working with Governors.
Leadership	An ability to lead and provide clear vision. An ability to motivate and inspire children and adults. An understanding of what makes an effective team.	Evidence of own leadership skills where strategic vision has been applied.
Management	An ability to manage change in a school setting and monitor & evaluate its impact. An ability to delegate, where appropriate.	Experience of implementing an action plan devolved from the School Development Plan.

Relationships	A desire to foster positive relationships built upon trust and respect. An ability to deal sensitively with people and resolve conflict.	
Qualities/Attributes	An approachable, supportive and encouraging manner. An ability to cope with delegated responsibilities and prioritise tasks effectively. Smart appearance. Stamina.	

Job Description

Title of Post: Year Leader
Classroom Teacher
Subject Leader
Member of SLT

Salary Scale: TLR 2

Responsible to: Deputy Headteacher
Headteacher

Purpose of Job: To provide for the educational, social, moral, spiritual and cultural development of each individual child in the class allocated for each specific academic year.

To lead the development of a specified subject throughout the school.

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document, specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him".

Main Professional Duties

Teaching

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, assemblies, performances and special events.
- Planning, preparing and assessing lessons in line with school policies and schemes of work.
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets.
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.

- Marking work and providing feedback (including homework in accordance with the School's Homework Policy) to pupils and parents in line with the School's Marking and Feedback Policy.
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies.
- Administering assessment tasks and test in line with school policy.

Other Activities

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- Contribute to and support the overall ethos/work/aims of the school.
- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, health and safety, confidentiality, behaviour and data protection, reporting concerns to the appropriate named member of staff.
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop.
- To promote the general progress and well-being of individual pupils throughout the school, in line with the Healthy Schools' standards.
- Keep records as appropriate and make reports on the personal and social needs of pupils.
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above including IEP Meetings.
- To inform the Headteacher immediately of any concerns regarding a pupil's welfare.
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents.
- To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy.
- To safeguard every pupil's health, safety and well-being in line with school policies.
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
- To lead assemblies and to attend assemblies, when requested by the Headteacher.
- To register pupils at the start of the school day and after the lunch break.
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher.

Management

- To plan, organise and manage the work of the Teaching Assistant assigned to the class, in order to have a positive impact on pupil progress.
- To liaise with the Inclusion Manager to contribute to the planning and organising of the work of relevant Teaching Assistants, in order to have a positive impact on pupil progress.
- To support the TA assigned to the class in meeting all of the responsibilities as set out in their job description, in a timely and effective manner.

Training and Development

- Review and evaluate the teaching methods and schemes of work.
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge.
- To participate in performance management reviews in line with school policy.

Year Leader Responsibilities

Teaching and Learning

- a. To improve the quality of teaching and learning across the year group and for each individual pupil.
- b. To ensure that schemes of work are developed and reviewed annually for the year group, in consultation with the Deputy Headteacher.
- c. To review planning and teaching methods in order to meet individual pupils' needs, including SEN, Academically More Able, Looked After Children and children with English as an Additional Language.
- d. To exemplify good practice in the classroom and provide demonstration lessons for staff/Governors/Parents as appropriate.
- e. To ensure that all assessments are administered and recorded in line with school policy.
- f. To evaluate assessment data and discuss with the Assessment Leader.
- g. Provide copies of the assessment data and evaluations to the Headteacher, Assessment Leader and Inclusion Manager.
- h. To amend teaching strategies in light of assessments and evaluations and implement appropriate intervention programmes.
- i. To set targets for classes in light of prior attainment.
- j. To carry out work scrutiny to ensure high standards and continuity across the year group.
- k. To audit, organise, order and allocate class based resources across the Year Group.
- l. To liaise with other Year Leaders to ensure progression and continuity across the school.
- m. To liaise with the Key Stage 1 and 3 providers as appropriate to ensure progression and continuity.

Management

- a. To induct and organise schedules for visiting students as part of their school experience, work placement or Initial Teacher Training.
- b. To induct and mentor new members of staff in the Year Group including Newly Qualified Teachers, in line with the induction policy.
- c. To support, guide and advise Year Group staff in all aspects of their work.
- d. To contribute to staff development programmes for all staff in the Year Group.
- e. To carry out training for all staff in the Year Group, as agreed with the Headteacher.

Other Activities

- a. To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Headteacher.
- b. To lead parents' meetings/workshops, in consultation with the Headteacher.
- c. To organise special assemblies, performances, school trips and other events.
- d. To liaise with members of the Governing Body to inform them of progression of the Action Plan, quality of teaching and learning and standards across the Key Stage.
- e. To provide written reports/present information to the Governing Body at the request of the Governors/Headteacher.
- f. To monitor the quality of teaching and learning within your year group by undertaking regular lesson observations, drop-ins and work scrutiny.
- g. To provide support, via coaching and mentoring, in order to improve the quality of teaching and learning.
- h. To act as reviewer of teaching staff in the year group for Performance Management procedures.

- i. To participate in the review of performance of Teaching Assistants in the year group.

Subject Leadership Responsibilities

1. To formulate and review policy documentation as set out in the School Improvement Plan, in consultation with teaching staff.
2. To write an Action Plan for School Improvement for the subject area and evaluate the effectiveness of the plan, on an annual basis.
3. To exemplify good practice in the classroom and provide demonstration lessons for staff/governors/parents as appropriate.
4. To collaborate with and support Key Stage leaders with developing schemes of work, ensuring progression and continuity across year groups.
5. To liaise with KS1 and neighbouring KS3 provision to develop progression and continuity.
6. To advise and inform staff about assessment, reporting and recording procedures within the school and new resources/information/guidance.
7. To monitor and evaluate the quality of teaching and learning in the subject throughout the school, through lesson observations, book sampling, monitoring planning on a timetable agreed with the Headteacher.
8. To provide written reports on monitoring and evaluation activities.
9. To lead staff development meetings for teaching staff and TAs as agreed with the Headteacher.
10. To advise and inform newly qualified teachers and other new staff about the subject policy within the school.
11. To attend courses and meetings and to evaluate and report back to other staff on the essential issues covered.
12. To keep up to date with current trends and research and to debate as appropriate.
13. To audit, order, organise and allocate resources throughout the school and to take on a budget responsibility.
14. To keep an up to date inventory of resources throughout the school, in class bases and resource areas.
15. To contribute information to parents' meetings.
16. To liaise with members of the Governing Body enquiring about a particular subject, to inform them of progression of the Action Plan, quality of teaching and learning and standards in the subject.
17. To provide written reports/present information to the Governing Body at the request of the Governors/Headteacher.

To carry out any other duties reasonably requested by the Headteacher.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.