

The Federation of Boldmere Schools

Our Vision: The Federation of Boldmere Schools empowers all children to embrace learning; achieve their personal best; and build their social, emotional and physical wellbeing.

Job Description: Year Leader: MPS/UPS + TLR 2a

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and in accordance with the Teacher's Standards.

This job description, in line with the roles and responsibilities document, may be modified by the assistant head teacher or head teacher, with the post holder's agreement, to reflect or anticipate changes in the job as the description of requirements given below is not an exhaustive list of this post.

Responsible to: The senior leadership team (SLT) of Boldmere Junior School and the Governing Board.

Responsible for:

The main areas of responsibility and the assigned duties are specified below, broken down into the four key areas of teaching and learning, assessment and outcomes, leadership and behaviour and safety. This is a middle-leader post within the school's leadership team that will see the holder contribute to the school's extended leadership team. The post holder will ensure the smooth running of the school relevant to their areas of responsibility, leading and contributing to initiatives to further improve the school's outcomes.

Teaching and Learning

1. Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through consistently effective and motivational teaching.
2. Monitor and evaluate teaching and learning (alongside the school's leadership team) and use the findings to inform school improvement.
3. Oversee the implementation and evaluate the impact of the curriculum within the year group (alongside the school's senior leadership team).
4. To lead the monitoring of standards in a core subject within the school and contribute to the CPD of teachers and other key staff, offering support, challenge, advice and guidance to develop practice.
5. To liaise with other year group leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils including those transitioning from KS1 and / or into KS3.
6. Works closely with SLT and SENDCO, to provide targeted support for pupils with SEND, with specific regards to their Social, Emotional and Mental Health (SEMH) needs, promoting wellbeing and positive engagement in learning.

Assessment and Outcomes

1. To support teachers, under the guidance of the senior leadership team, in developing and implementing effective initiatives to tackle under achievement and ensure the needs of all children are effectively and consistently met.
2. To support the SLT in the analysis of key data within the relevant areas of responsibility, and use this to inform school improvement.
3. To ensure school pupil performance targets are met.

4. Monitor and maintain standards of assessment across year group.

Leadership

1. Support the Head teacher, Assistant Head teachers and SLT in providing a clear vision and direction for the continued improvement of the school.
2. Contribute to Leadership Team decisions on relevant aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
3. To ensure the effective implementation of school policies, providing appropriate support and challenge where inconsistencies arise.
4. To deputise for, and where appropriate, assume responsibility for the management of the school in the absence of senior leaders for designated periods of time.
5. Attend extended leadership team meetings as required, and report back to staff when necessary.
6. Be a strong advocate for change and champion school improvement.
7. Convey a positive "can do" attitude in keeping with the school's core values and mission statement and as a consequence, motivate and inspire staff and present a 'united front' to secure successful outcomes for all.
8. Establish good relationships and encourage good working practices from all staff within the year group, ensuring consistency throughout.
9. Plan, organise and deliver staff meetings as appropriate in order to ensure school policies and practices are being implemented effectively.
10. Contribute to the wider life of the school, maintaining and enhancing its reputation in the community and beyond.
11. In consultation with SLT, deploy people and resources efficiently and effectively within the year group to meet specific objectives in line with the school's improvement plans and financial context.
12. Contribute to the appraisal of staff within the year group, under the support and guidance of the senior leadership team.

Behaviour and Safety

1. Sustain effective, positive relationships with all staff, pupils, parents and governors.
2. Encourage moral and spiritual growth and social responsibility amongst pupils.
3. Is the first point of contact to support colleagues with behaviour incidents within the year group, ensuring appropriate, swift, consistent, and restorative responses.
4. To liaise appropriately and effectively with parents, treating them as partners in children's learning and supporting year group colleagues with this.
5. Maintains clear, proactive communication with colleagues, ensuring a cohesive and collaborative approach to supporting pupils across the year group.
6. To ensure that all responsibilities associated with safeguarding children, including through the adoption and implementation of all relevant risk assessments.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head teacher.