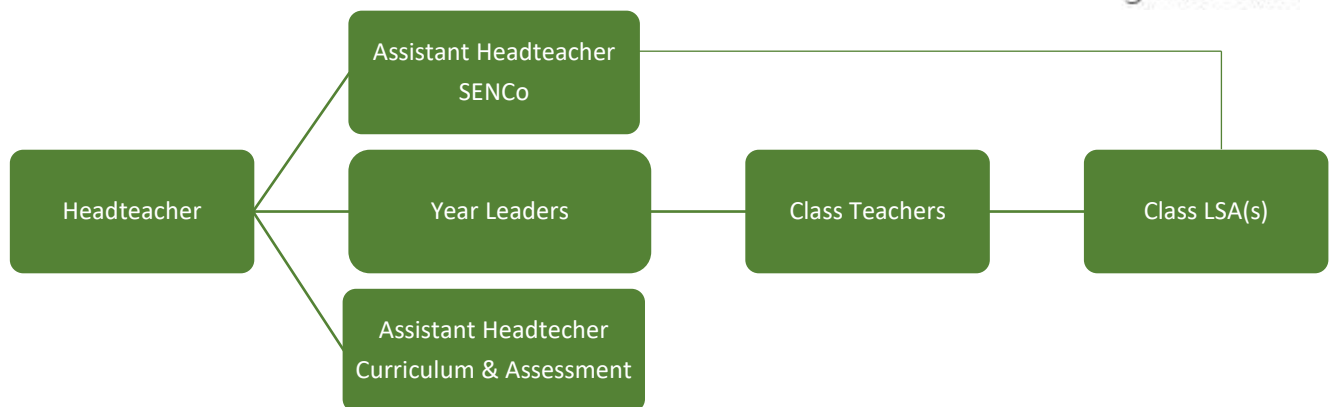


Herne Junior School – Job Description

Post: Year Leader & KS2 Classroom Teacher.

Responsible to:



The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, to reflect or anticipate changes in the job, commensurate with the salary and job title. The core purpose of a Year Group Leader at Herne Junior School is to work in partnership with Assistant Headteachers and support the development of high-quality teaching and learning in the year group they lead, implement high quality curriculum provision and achieve highest of standards possible. To drive compliance of all school policies in your year group and to provide pastoral support for all the children within the year group.

Job Purpose

- To ensure the well-being of students and staff
- To provide coaching to all staff in the year group
- Providing an example for high quality teaching across the school
- To ensure that the focus of the pastoral system is on raising achievement.
- To proactively track students' progress and learning.
- To be ambitious for every student and to raise individual aspirations.
- To support, hold accountable, develop and lead a team of tutors.
- To work with other middle leaders and members of staff in school to support students' academic progress and pastoral matters
- To work with outside agencies to support students' pastoral needs
- Line manage the teaching and support staff in their year group

Key Responsibilities

- To nurture a team spirit and year group ethos, setting and maintaining high expectations and standards. Promoting and maintaining a positive climate for learning.
- To forge strong links between home and school to create a dynamic and supportive relationship.
- To support the development of a meaningful and dynamic curriculum which supports learning.
- To build a strong and supportive team of class teachers based on excellent communication and shared good practice.
- To make a major contribution to the main aim and purpose of the school that places learning at the centre.

Herne Junior School – Job Description



Duties

Student Well Being

- To establish and promote good relationships with every student within the year.
- To promote and develop a close partnership with parents/carers.
- To liaise with external agencies to support students.
- Contributing to the evaluation and planning of Enrichment activities.

Student Progress

- To respond creatively to identified student needs.
- To support class teachers in the use of school's attainment data to evaluate student progress and respond accordingly.
- Identifying and supporting students who are under achieving across the curriculum.

Student Behaviour and Attendance

- To ensure the school's Behaviour Policy is fully supported and implemented across the year group.
- To monitor and analyse student behaviour data, identifying areas of concern and taking appropriate courses of action to support students.
- To ensure the school's Anti Bullying & Anti Racism policies are fully supported and implemented across the year group.
- To actively promote and participate in the introduction and development of "Restorative Justice" across the year group.
- Implementing individual support systems including Risk Assessments in the year group.
- Implementing the school's policy and procedures with regard to Internal and External suspensions, including the reintegration of students back into school following suspension.

Staff Management

- To develop systems of communication which enhance the effectiveness of staff and students
- To ensure that class teams fulfil their administrative duties, e.g. registration, attendance and homework in line with school policy
- To organise calendared events throughout the year that relate to the year group.
- To support class teachers in their tasks when necessary.

Additional Responsibilities

- To attend SLT and pastoral meetings to share good practice.
- Monitoring of and contributing to the evaluation and evidence for school self-evaluation.
- Attending professional development training as necessary and sharing knowledge and good practice within the year team.

To undertake other reasonable duties, both in and out of the classroom, as required by the Headteacher.