

## Year Team Leader

### The Park Federation Academy Trust

#### Job Description

<b>Reporting to</b>	The Principal and Vice Principal for their department
<b>Grade</b>	MPS – UPS + TLR 2A

#### Job Purpose

To be responsible and accountable for the learning, care and well-being of the children in your year group. To be responsible and accountable for teaching quality in your year group. To be responsible and accountable for accurate assessment data to track attainment and progress in your year team.

#### Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

#### Main Duties and Responsibilities

##### Leadership and Management Responsibilities

- Ensure the effective and efficient operation of your year group on a day-to-day basis, including behaviour management.
- Ensure the learning environment in your year group is stimulating, orderly and safe.
- Organise the transition of children into your year group and out of the year group, including those children who join mid-year.
- Be the figurehead and spokesperson for your year group at academy, inter-agency and public events.
- Line manage and performance manage the teachers and support staff in your year group.
- Oversee the general deployment and performance of support staff in the year group.
- Liaise with other Year Team Leaders as and when necessary.
- Liaise with parents and carers of children in your year group when necessary.
- Account to the Senior Team for provision and performance in your year group.
- Manage and account for any budgets devolved directly to your year group.

##### Class Teacher Responsibilities

- Be responsible for the day-to-day running of the class.
- Create an attractive and motivating learning environment.
- Implement appropriate classroom and behaviour management strategies.
- Plan, teach and assess work appropriately in accordance with the schools agreed policies and systems.
- Set challenging targets of achievement for all children taught.
- Differentiate teaching and work appropriately so that all children may achieve.
- Monitor and record children's progress.
- Develop good relationships with parents, including reporting to parents formally and informally.
- Manage other adults in the classroom

- Take part in Continuing Professional Development (CPD), including keeping up-to-date with current research on national and local initiatives.
- Take part in Performance Management reviews in accordance with the school's agreed policies.

### **General**

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

### **Safeguarding**

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

## Person Specification

Criteria	Essential	Desirable
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• At least two years' teaching experience.</li> <li>• Qualified Teacher Status</li> <li>• Graduate status or equivalent</li> <li>• Evidence of a commitment to continuing professional development.</li> <li>• Experience of working with children 3 -11 years old.</li> <li>• Experience as a highly effective class teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching KS2</li> <li>• Middle leader experience as a Year Team Leader or Subject/Curriculum Coordinator</li> <li>• Experience of supporting children with ASD.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to lead and manage the work of other staff.</li> <li>• Ability to deal with challenging situations in an appropriate manner.</li> <li>• Work collaboratively within a team.</li> <li>• Deliver high quality teaching consistently.</li> <li>• Communicate effectively with staff, parents and other professionals.</li> <li>• Understanding of cultural diversity</li> <li>• Ability to maintain confidentiality</li> <li>• Excellent knowledge of the new national curriculum.</li> <li>• Awareness of Health and Safety standards</li> <li>• Awareness of child protection and safeguarding procedures</li> <li>• Ability to take responsibility for a curriculum area.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the beliefs and values of different religious groups</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Warmth and enthusiasm</li> <li>• An ambitious approach to promoting children's learning</li> <li>• A desire to learn and participate in appropriate training</li> <li>• Ability to listen</li> <li>• Good communication skills</li> <li>• Positive attitude to equal opportunities</li> <li>• Good organisational skills</li> <li>• Initiative and flexibility</li> </ul>	