



2 Year Lead Roles – TLR2A

'TMA...nurturing the best in each other'

Two Mile Ash School is proud to be part of the Inspiring Futures through Learning (IFtL) family of schools who inspire all of our futures through learning together. At IFtL we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.

We are seeking to recruit a Year Lead to join our Leadership Team at Two Mile Ash School.

The Year Lead Teacher will have prime responsibility to ensure effective day to day management and running of the Year Group Team, enabling them to achieve the highest standards of learner achievement. To ensure everyone works in a happy and caring environment with the School's creed, its ethos and tradition at the core.

Our Year Lead role will provide an exciting opportunity for individuals who are looking for that next step in their career path, in preparation for future Leadership roles. A bespoke CPD programme will be created to support the successful candidate to prepare them for being a fully active member of the Senior Leadership Team and beyond.

The successful candidate will need to be extremely organised, methodical and have a good understanding of data management, in addition to having a keen desire to keep up to date with their knowledge of effective teaching and learning styles and is committed to the development of others. They will also need to be able to demonstrate outstanding practice in teaching and learning.

The role requires someone who values collaboration within the School and Trust community to further enhance our professional learning culture. Working in partnership with all stakeholders, you will recognise the crucial importance of effective communication.

Closing date for applications is noon on Thursday 13th May
Interviews to be held on Monday 17th May

Please visit <http://www.tmaschool.com/about/recruitment> to download an application form. Alternatively, contact the school on 01908 562262 or email Sharon Stimpson at [sstimpson@iftl.co.uk](mailto:ssimpson@iftl.co.uk) for an application pack.

TMA School is committed to Safer Recruitment Practices. Comprehensive pre-employment checks will always be undertaken prior to a confirmation of any appointment. All appointments are subject to Enhanced DBS Disclosures. Overseas checks will also be required for any country individuals have lived/worked for longer than 3 months, from the age of 18.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOME APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION OR AGE.



Two Mile Ash School is part of Inspiring Futures Through Learning, a company Limited by Guarantee and registered to Fairfields Primary School, Apollo Avenue, Milton Keynes, MK11 4BA. The company number is 07698904 and is registered in England.



Two Mile Ash School

Year Lead Teacher

Job Purpose

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Shaping the Future

- Working with the link SLT member to enable the planning, monitoring, evaluation, and development of the Year Group to take place through the School and Year Group Development Plans and Self-evaluations.
- Act as a positive role model in setting the highest standards of professional behaviour in all areas of work.
- Support members of the year group team in achieving the priorities, targets the school sets, and monitor the progress towards them.
- Demonstrate the school vision and values in everyday work and practice.

Leading Teaching and Learning

- To provide professional support for the development and management of teaching and learning in the Year Group Team.
- To lead the year group team, to ensure consistency of high-quality teaching across the year group that enables a high rate of progress to be achieved by all pupils.
- To work in collaboration with the link SLT member to ensure the provision of an appropriately broad, balanced, innovative, and differentiated curriculum for all pupils across the Year Group.
- To work in collaboration with the link SLT member to identify areas for development and improvement linked to the School Development Plan.
- Advise colleagues in the Senior Management Team and Strategic Leadership Team of the cohort's requirements and areas of development and in collaboration with the Senior Management Team ensure specific plans are in place to secure further growth and development.
- In collaboration with the link SMT member, Head of the Curriculum and subject leaders develop and monitor Learning Journey planning and other schemes of work across the year group and ensure successful implementation which meets curriculum requirements.
- To be proactive in maintaining an up-to-date knowledge of effective teaching and learning styles.
- Organise the timetabling of year group assessments and subsequent moderating sessions across the year.
- Have awareness of data generated from year group assessments and subsequent development plans generated as a result.
- To have knowledge, maintain current lists of special provision, EAL, BME, Most Able groups establishing focus groups when necessary and monitor the impact.
- In collaboration with the Head of Pupil Support, monitor and evaluate the provision of vulnerable groups within the year group. To report any issues regarding a class teachers' fulfilment of their statutory duties to the Head of Pupil Support.

- To fulfil a teaching timetable as directed by the Head Teacher.

Developing Self and Working with Others

- Provide induction, support and monitoring for new members of staff to the Year Group Team.
- To be proactive and take responsibility for the pastoral care of the year group team, adults and children.
- To keep the link SLT member fully informed of any concerns with regard to their year group and the whole school.
- To role model positive strategies for behaviour management, effective teaching and pupil progress and monitor the effectiveness of others within the team.

Managing the Organisation

- To take responsibility of the professional effectiveness of the Year Group Team (Class Teachers, Set Teachers and Teaching Assistants) in collaboration with the link SMT member.
- To line manage the Year Group Team including and Early Career Teachers.
- Manage the Year Group Team in accordance with TMA ethos and values.
- Take on any additional responsibilities that might arise from time to time determined by the Strategic Leadership Team.
- Ensure that whole school decisions are followed through and the positive message is always given.
- Be a good role model, motivating colleagues with enthusiasm.
- To liaise with the finance team in regard to year group orders, year group resources and budgets.
- To generate termly year group timetables that are effective and efficient.
- To organise and lead year group visits (day and residential) seeking advice and support from the Head of Visits and link SLT member when necessary.
- To ensure year group meetings have a clear agenda, are fully minuted and actions monitored.
- Organise the shared area creating and maintaining vibrant, interactive displays and learning resources catering for the needs of the pupils and teachers.
- Ensure smooth transitions and effective time management.
- To find solutions regarding staff absences seeking support from other Year Leads and Heads of Year as appropriate.
- Create and maintain a purposeful learning atmosphere across the year group.
- To ensure the organisation of the Year Group environment meets the needs of health and safety regulations.

Securing Accountability

- To act as an effective member of the Leadership Team, providing support and helping the SLT and SMT to develop effective staff with shared ethos, goals and quality targets in the interest of the whole school.
- To assist the link SLT member in the process of setting of targets for the Year Group and to work towards their achievement.
- Support the link SLT member to develop and present a coherent, understandable and accurate account of the Year Group performance to different audiences including the SLT, SMT, governors, parents and carers.
- Through year group team meetings, ensure individual class teachers are aware of their accountabilities as part of the team.
- Reflect on personal contribution to school achievements and take account of feedback from others.

- To read and comply with all school policy proactively. Ensure the team are aware of school policy and comply with these.
- To ensure the Year Group is working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all its pupils.
- To carry out any other reasonable request of the Head Teacher.

Strengthening Community

- To work with the link SLT member and Year Group Team to seek opportunities which take account of the richness and diversity of the school's community.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences are planned for and undertaken
- Seek opportunities to invite parents and carers, community figures, businesses, or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- To be flexible and contribute fully to whole school life.
- To regularly liaise with the Communication Officer to ensure year group pages for the school website are up to date and informative.

Line Management

- Responsible to the link SLT member.
- Responsible for the running of an efficient and effective Year Group Team.