

Buttsbury Infant School

Billericay, Essex

Year Group Leader

September 2024



Buttsbury Infant School

How to find us

Address:	Perry Street Billericay Essex CM12 0NX
Telephone:	01277 622821
Email:	admin@buttsbury-inf.essex.sch.uk
Website:	https://www.buttsbury-inf.essex.sch.uk/essex/primary/buttsbury-inf



Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the post of Year Group Leader at Buttsbury Infant School. We are looking for someone to join our team who is passionate about education and the well-being of children.

Buttsbury Infant School is a large, four-form entry school in the town of Billericay. It is a popular school within the local community and is usually over-subscribed each year. It is a happy school with committed and hardworking members of staff. The children enjoy attending and receive the utmost care from all who work here.

A passion for high quality teaching and learning, as well as the ability to bring the curriculum to life are paramount if you are considering joining the Buttsbury team. If you are committed to high standards, ensuring that all children make excellent progress, as well as ensuring their mental health and well-being is of the utmost importance then Buttsbury Infant School is the place for you.

You will find more information about the school on our school website
<https://www.buttsbury-inf.essex.sch.uk/essex/primary/buttsbury-inf>

Visits to the school are encouraged as we feel this is the best way to find out more about our school – please contact Mrs Marven – Office Co-ordinator – admin@buttsbury-inf.essex.sch.uk to arrange an appointment.

Kind regards

Mrs A. Robinson
Executive Headteacher



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Job Description

Post Title:	Year Group Leader
School:	Buttsbury Infant School
The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers' Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:	
Qualifications	<p>Qualified Teacher</p> <p>Evidence of continuous professional development</p>
Experience	Successful classroom teaching, with recent Key Stage One experience
Purpose:	<p>Responsibility for a Class</p> <p>Co-ordinating activities relating to your year group to include:</p> <ul style="list-style-type: none"> • Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice • Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment • Giving guidance, support and encouragement to staff and leading in-service development sessions • Being a role model to others • Excellent inter-personal skills <ol style="list-style-type: none"> a) To be accountable for securing the highest standards of pupil achievement across your year group, monitoring and evaluation of pupil achievement and setting targets for improvement b) To lead, develop and enhance the teaching practice of others in the phase by evaluating, supporting, guiding and target setting c) To be accountable for the strategic leadership and management of the year group, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies
Responsible to:	Executive Headteacher
Responsible for:	<ul style="list-style-type: none"> • Providing an outstanding curriculum for all children who attend Buttsbury Infant School • Leading and managing staff that work within the phase • Manage transition as applicable • Communicating effectively, in writing and orally, with a range of audiences • Dealing sensitively with others, including parents and families
Scope:	<p>Classroom teacher</p> <p>Subject leadership</p> <p>Key Stage Responsibility</p>
Salary:	TLR 2 (£3214)

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Person Specification

Post Title:	Year Group Leader
School:	Buttsbury Infant School
Qualifications	<p>Qualified Teacher</p> <p>Evidence of continuous professional development</p>
Experience	Successful classroom teaching, with recent Key Stage One experience
Knowledge and Skills (Teaching and Learning)	<p>Up-to-date knowledge of the national curriculum</p> <p>Awareness of the current issues in primary education including:</p> <ul style="list-style-type: none"> • Curriculum structure • Assessment and planning • School improvement research and strategies • Good management practice • Local and national policy • Experience of analysing assessment data • Understanding the importance of target setting in raising standards and holding others to account.
Leadership and Management	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • Manage staff, systems and resources • Lead staff in new initiatives and through change • Plan strategically and prioritise • Direct and co-ordinate the work of others • Motivate and inspire • Set standards/act as a role model • Resolve conflict
Decision Making	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • Be creative and solve problems • Analyse and interpret information • Make decisions based on relevant data/information
Communication Skills	<ul style="list-style-type: none"> • Excellent inter-personal skills • Communicate effectively, in writing and orally, with a range of audiences • Deal sensitively with others, including parents and families • Negotiate, consult and influence
Self-Management	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • Manage time and prioritise • Work under pressure and meet tight deadlines • Work to challenging targets • Take responsibility for own professional development
Personal Attributes	<ul style="list-style-type: none"> • Adaptability/flexibility • Energy, vigour and perseverance • Boundless enthusiasm, good humour and an appetite for challenging work • Self-confidence • Reliability • Commitment • Personal impact and presence • Sense of humour

Selection Process Guide

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process. We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Applications

Applications must be submitted to the Executive Headteacher, via email, head@buttsbury-jun.essex.sch.uk by Wednesday 8th May 2024.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. Candidates who best meet the person specification will be invited to an interview. We will notify you by email. If you have not heard from us within 3 working days of the shortlisting date, you will not have been successful at this stage. Interviews will be held on Tuesday 14th May, during the afternoon.

References

We request references for all candidates who are invited to interview, in line with safer recruitment. This request will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer. Please note that the school will conduct searches for information on shortlisted candidates which is publicly available on-line.

