

Job Description EYFS Year Group Leader

Reports to	Senior Leadership Team
Job Grade	Main / Upper Pay Range plus a TLR2b
Hours	Standard directed time.
Line Management Duties	Up to four staff members including teaching and support staff.
Overall Responsibility	<p>The EYFS Year Group Leader is a class teacher responsible to the senior leadership team (SLT) for the day-to-day operation and management of the year group.</p> <p>A member of the middle management team, the Year Group Leader is responsible for maintaining excellent practice and providing care and guidance to pupils and staff across the year group. There is a Pastoral Care Manager and Welfare Team who provide support to Year Group Leaders.</p> <p>You will support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.</p>
General Conduct	<ul style="list-style-type: none"> a) Ensure the promotion of equal opportunities and British values in all aspects of school life. b) Act as an ambassador for the school and positively engage with the wider school community and other TEFAT colleagues. c) Be a visible presence around the school in order to provide encouragement and support for staff and pupils and a point of contact for parents. d) Take responsibility for the welfare and safeguarding of children and young people. e) Challenge poor performance in any area of the school's activity. f) Observe all Health and Safety rules and guidance and take all reasonable care to promote the Health and Safety at work of yourself, other staff and pupils. g) Collaborate, co-operate and support the roles of colleagues in achieving the school priorities and targets, and monitor the progress towards meeting them. h) Lead constructive team-building amongst teaching and non-teaching staff, parents and the Community Council. i) Value the strengths of team members; delegate tasks to maximise these strengths and provide opportunities for development and succession planning. j) This job description has regard to the teaching standards: teachers should be familiar with this document.
Class Teacher Responsibilities	<ul style="list-style-type: none"> a) Teach a class of children, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs. b) Maintain the positive ethos and core values of the school, both inside and outside the classroom. c) Set clear targets, based on prior attainment, for children's learning. d) Provide a stimulating classroom environment, where resources can be accessed appropriately by all children. e) Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.

	<ul style="list-style-type: none"> f) Report to parents on the development, progress and attainment of children. g) Maintain good order and discipline amongst children, in accordance with the school's behaviour policy. h) Participate in meetings which relate to the school's management, curriculum, administration or organisation. i) Communicate and liaise with specialists from outside agencies. j) Lead, organise and direct support staff within the classroom. k) Participate in the performance management system for the appraisal of own performance. l) Ensure that the current national conditions of employment for school teachers are met.
Collaboration with Middle Leaders and the Senior Leadership Team (SLT)	<ul style="list-style-type: none"> a) Work with the SLT, including the Assistant Principal for Inclusion, to ensure the best use of resources and greatest impact from interventions. b) Work under the direction of the SLT and curriculum leaders to ensure that standards, achievement, actions and developments are monitored to raise the levels of achievement of pupils and staff. c) Take part in regular meetings with other members of the middle leadership team and assist with the distribution of workload across the team. d) Attend SLT meetings as required.
Communication: Internal and External	<ul style="list-style-type: none"> a) Act as a central point of communication for colleagues wishing to convey information to the year group and disseminate this information appropriately. b) Consult with members of the year group on any changes within school that may impact on the team. c) Plan and communicate diary dates for the year group, at least a term in advance, taking into consideration the workload of colleagues. (A member of the operations team manages the school diary.) d) Build effective working relationships with parents in the year group: communicate the role and be a visible presence in assemblies and on the playground. e) Produce and publish year group Curriculum Overviews. (These are in place but need minor adaptations each term, before they are sent to parents.) f) Prepare / oversee communication to parents in the year group. g) Generate a culture of professional dialogue, learn from external agencies and other TEFAT schools and allow the year group to be challenged by these groups. h) Share good practice within the school community and other external working groups.
Performance Management / Line Management	<ul style="list-style-type: none"> a) Act as team leader for performance management purposes in accordance with the school Staff Appraisal Policy. b) Undertake lesson observations and book scrutiny (both under the guidance of the SLT). c) Identify CPD requirements for teachers and LSAs in the year group. Evaluate the benefits of CPD activities and cascade as appropriate. d) Manage sickness absence, in liaison with the Office Manager/ with support from the SLT, for teachers and support staff in the team. e) Support and supervise supply teachers in the year group to ensure continuity of provision. f) Support the induction of new staff in the year group, acting as a contact point for early liaison and signposting the individual to relevant colleagues to ensure a full induction is successfully delivered. g) Ensure that all staff in the year group understand the curriculum and school policies and follow them accordingly.
Self-Evaluation	<ul style="list-style-type: none"> a) Assist with school self-evaluation under the direction/guidance of the SLT. b) Be prepared to model aspects of the curriculum, overseen by the SLT. c) Provide the SLT with feedback to enable them to evaluate effectively. d) Accept and welcome feedback on performance and take action to improve.

Teacher Values	a) We do not have a code of conduct for staff. Staff are expected to act with professional integrity at all times and demonstrate a positive attitude that upholds the values of Hillingdon Primary School and The Elliot Foundation Academies Trust (TEFAT).
General Duties Relevant to All Members of Staff	a) Be familiar with and support the Trust's Vision, Values and Goals; b) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. c) Embrace and celebrate diversity, ensuring equal opportunities for all; d) Contribute to the overall aims of the Trust; e) Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students; and f) Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
Additional Information: <ul style="list-style-type: none"> • This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the school. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. • The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. • Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check. 	