**JOB DESCRIPTION - YEAR GROUP LEADER**

**KEY ROLES**

**TLR:** In addition to the postholder’s salary, a TLR will be paid in accordance with the School’s Pay Policy.

# Core purpose:

In addition to the responsibilities of class teacher as set out in the appropriate job description and Professional Standards, the Year Leader will:

* Provide, and role model, high quality teaching, learning and classroom management through exemplary practice in line with our TDJS teaching and learning model.
* Fully understand and advocate for our TDJS Way processes and expectations through reading our policies, attending new to role training in September and asking questions to SLT.
* Oversee and take ownership of teaching and learning, behaviour and communication across your year group as well as the progress for all pupils.
* Support and line manage teaching and support colleagues within the year group to develop their teaching and learning practice and performance.
* Work in partnership with the Senior Leadership Team (SLT) to develop and roll-out new strategies.
* Role model a positive, proactive attitude to other staff members at all times and to question any negativity that arises.

**Teaching and Learning**

* Ensure that all teaching practice is consistent across their year group - reaching for the highest quality, maximising learning time and exemplifying the ‘TDJS way’ of teaching and learning.
* Be a role model for the ‘TDJS way’ of teaching and learning and classroom management through exemplary classroom practice.
* Ensure that actions from CPD sessions are put into practice across their year group and to monitor that these actions are maintained throughout the year.
* Work with the Teaching and Learning lead to develop their own practice and the practice of others in their year group where necessary.
* Use additional leadership time effectively. For example: by taking part and organising learning walks with other members of SLT.

**Assessment**

* Support the Assessment Lead in monitoring and reviewing assessment data from class teachers within the year group as required.
* Take responsibility in ensuring pupils within all pupil groups (PPG, SEN, EAL etc) are reaching their maximum potential and have high expectations of each pupil in terms of progress across the year.

**Curriculum**

* Oversee the development and delivery of the curriculum within the year group under the guidance of the Curriculum Lead.

**Team and Communication**

* Encourage and promote a positive team-ethos amongst their entire team of teachers and support staff.
* Support and motivate teachers and support staff within their year group, helping them develop their teaching and learning in the ‘TDJS way’ and supporting them in their day-to-day roles; allowing them to reach consistent high-standards.
* Positively communicate whole-school strategies to their team of teachers and support staff.
* Ensure PPA and any other team meetings are effective and reflect the TDJS approach. This includes, having high-quality discussions about pupil groups, planning and assessment.
* Work effectively and positively with core SLT to imprint and develop new strategies across their year group and the school.
* Work with their team of teachers to set Appraisal Objectives and review these objectives throughout the year.
* Ensure that parents/carers are well informed about the school curriculum, its targets, children’s attainment and progress and their part in the process of improvement. Communication should also include clarity over homework and delivering any needed information to parents ahead of time. For example: trip information and information pertaining to the start of year.

**Behaviour**

* Take an active responsibility for pupil behaviour across their year group, ensuring that high standards are maintained and policies / processes are followed consistently and fairly.
* Be the first point-of-contact for behavioural issues in their year group and will communicate with SLT and log action taken: for example: arranging a parent meeting with class teacher.

**Logistics and Administration**

* Oversee and organise the effective deployment of staff and resources within the year group.
* Participate in the selection, appointment and deployment of staff where appropriate.
* Oversee the smooth running of the year group, ensuring effective communication and information sharing and assisting with general organisational and administrative tasks pertaining to their year group. This also includes delegating effectively to other members of the year group team. Such tasks might include: preparing assessments, typing up breaktime duty rotas, creating displays outside classrooms and ordering year group supplies.
* Ensure that parents/carers are well informed about the school curriculum, its targets, children’s attainment and progress and their part in the process of improvement.
* Oversee the organisation of events within the year group and be the professional lead of educational visits (if required).

**General**

* The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* To be responsible for promoting and safeguarding the welfare of children, and to comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* The postholder may be equired to perform any other reasonable tasks after consultation.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
* The postholder will demonstrate high standards of personal integrity, loyalty, discretion and professionalism.
* All staff members participate in the school’s performance management scheme.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ postholder Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_