



The Coppice Primary School: Year Leader job description

Job details

Contract type: Full time and permanent

Reporting to: Headteacher and Senior leadership Team

Responsible for: Year 2 Teachers and Teaching Assistants

Main purpose of The Year Leader Role:

To be responsible for providing leadership and management of one of the school's Year groups.

To ensure, through monitoring activities, the delivery of high-quality teaching and the highest standards of learning and achievement for all pupils through an engaging and well-sequenced curriculum.

To take an active and positive role in the development of the school's curriculum.

To report on Year group attainment and progress to the school's leadership team

To promote the wellbeing of staff and pupils in the school with particular reference to year group team.

To ensure all statutory and non-statutory school assessments are undertaken and to be accountable for standards within the year group.

To lead on a specific area of the curriculum or aspect across the school.

To contribute to whole-school self-evaluation and school improvement planning.

To be responsible for mentoring and developing staff within the year group by offering guidance and support to year group teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

The Year Group leader will be expected to fulfil the responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document (STPCD), including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

Duties and responsibilities of the post:

Strategic development

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- Set high expectations for all pupils in Year 2 and inspire and motivate staff and pupils to reach and maintain high standards
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance Year 2's learning
- Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in pupils' learning

Teaching and learning

- Support and work to secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.
- Be an excellent practitioner who is an example to staff, pupils and parents through:
 1. High personal standards of classroom practice and behaviour management
 2. Providing a stimulating and challenging learning environment
 3. Strong subject knowledge across the curriculum
 4. The ability to plan, assess and evaluate learning to a high standard
 5. High expectations of pupil achievement
 6. Commitment and professionalism
 7. Excellent organisational and operational skills
 8. A strong understanding of whole school assessment and data analysis
- To work as part of the management team in the process of devising, implementing, monitoring, assessing and evaluating the curriculum provision, implementation of teaching and learning for the school, including areas of staffing, curriculum resourcing, pupil behaviour and achievement.
- Show an understanding of the school's current systems for recording pupil progress within the key stage
- Oversee curriculum schemes of work and their delivery, and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- Help build an environment where high standards of learning and general behaviour are encouraged in line with the school's Behaviour Management Policy

Leading and managing staff

- Show clear leadership and be pro-active in the day to day management of the assigned year group.
- Collaborate, cooperate and support roles of colleagues, in achieving the school priorities and targets, and monitor their progress towards meeting them.
- Establish short-, medium- and long-term plans for developing and resourcing the Year group curriculum
- Follow the school's approach to assessment within Year 2, and lead strategy to improve the quality of teaching and learning
- Take a leading role in inducting new staff, making sure they uphold expected values and standards
- Ensure that all staff in the year group understand the curriculum and school policies and follow them
- Monitor the quality of teaching and learning within Year 2 through observations, pupil book study, analysing performance data etc and help prioritise support for underachieving pupils or groups.
- With the support of the SLT, challenge any area of the school's activity where performance or standards need improvement

General duties

- Be responsible for the welfare and safeguarding of children.
- Observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of yourself, other staff and pupils.
- Ensure the promotion of equal opportunities in all aspects of school life.
- Act as an ambassador for the school and positively engage with the wider school community including parents, carers and Trustees.
- Develop own professional knowledge and skills through research-informed courses and reading, aligning with school's ethos and current strategic needs
- Work with SLT as required to help co-ordinate the deployment of staff, students and volunteers within the year group. Ensure the appropriate induction of staff into the assigned year group.
- Attend meetings according to school policy, and lead CPD where required
- Lead whole school and key stage assemblies
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ Evidence of professional development relevant to this role
Experience	<ul style="list-style-type: none"> ➤ Teaching within the primary phase, including evidence of outstanding teaching directly linked to this role ➤ Team leadership, including during school development and/or improvement ➤ Responsibility for leadership or equivalent, providing strategic and practical oversight e.g. Year Group, Key Stage, subject etc ➤ Developing and delivering staff development programmes ➤ Implementing teaching and learning strategies to improve quality and pupil attainment
Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery ➤ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff ➤ Excellent communication and organisational skills ➤ Good IT skills, including previous use of, for example, safeguarding monitoring software, information management systems] ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Ability to challenge practice where required
Personal qualities	<ul style="list-style-type: none"> ➤ High expectations for all pupils and belief in bringing out the best in all ➤ Commitment to upholding and promoting the ethos and values of the school ➤ Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to equality and the safeguarding of all pupils

This job description may be amended at any time in consultation with the postholder.

Last review date: 8-2-23

Next review date: 8-2-24

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date: