



Job Description: Year Leader

Salary: TLR2b

Job Purpose:

In addition to the responsibilities of class teacher as set out in the teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Year Leader - To ensure high quality teaching, effective use of resources and the highest standards of learning and achievement for the pupils in your year group.

Strategic development

- Take responsibility for the development and implementation of the whole school policy.
- Use national, local and school data to monitor standards of achievement across the school within the identified National Curriculum area and within your phase in relation to the core areas of the curriculum.
- Monitor the progress made towards achieving targets and use this information to plan future developments.
- Collaborate with and lead staff planning to develop team subjects in relation to
 - Resources
 - Continuous professional development for staff
 - Aims of the school, including its policies and practices
 - Challenging targets for improvement
- Manage strategic development across identified areas of the curriculum.

Teaching and Learning

- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Lead a key area of the curriculum across school
- To be responsible to the head teacher for co-ordinating the work of the year group, supporting and advising where appropriate.
- Support subject leaders in the development and implementation of curricular initiatives.
- To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.
- To review long term planning to ensure coverage, progression and a range of learning experiences.
- To liaise with colleagues to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils
- In conjunction with the Educational Visits Co-ordinator, co-ordinate and oversee the organisation of educational visits in your year group
- Ensure planning is effectively carried out and ensure pupils' individual needs are being met.
- To monitor the standards of behaviour and achievement within the year group to ensure continuity and progression.
- Set appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching and establishing clear targets for improving and



sustaining pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.

- Supporting staff to meet appraisal targets.
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Leadership

- Lead a team of staff.
- Support senior leaders in providing a clear vision and direction for the development of the school.
- Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement plan.
- Attend Leadership Team meetings as required, and report back to staff when necessary.
- Champion school improvement.
- Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives
- Establish good relationships, encourage good working practices and support and lead teachers
- Plan, organise and lead year group meetings as appropriate in order to ensure school policies and practices are being implemented.
- Liaise with and line manage teaching assistants timetabled within the year group

Effective and efficient deployment of staff and resources

- Distribute resources to meet the objectives of the school.
- Ensure the effective and efficient management of learning resources including IT.
- Ensure a stimulating and safe learning environment in which risks are regularly assessed.

Other professional requirements

- Establish and maintain effective working relationships with professional colleagues and other leaders to develop cross curricular links and creative approaches to learning.
- Establish effective relationships with parents and inform them of developments and practices relating to the teaching and learning of their subject.
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.