

Job Description: Year Leader



Post Details

School: Christchurch Junior School
Grade: Teachers Main Scale or UPS with TLR 2.1
Duration: Permanent
Responsible to: Headteacher

Main Purpose

To take overall responsibility for leading a Year Group Team.
To safeguard the year group, including pupils and staff.
To take responsibility for the attainment, progress and outcomes for a year group, including proactively implementing strategies for accelerating improvement.

Main Duties and Responsibilities

In addition to the general professional duties that may be required of a teacher which are set out in the School Teachers Pay and Conditions' Document, the following specific duties are attached to this post:

- Safeguard the children across a year group, engaging all staff in this process, including reporting and recording.
- Ensure that all curricular and pastoral needs of children within the year group are being met.
- Lead regular year team planning meetings ensuring that clear learning objectives with appropriate differentiation/scaffolding are agreed. Consult with subject leaders.
- Coach/mentor colleagues in a year team in relation to their performance, particularly with reference to the quality of teaching and learning.
- Ensure that systems are agreed throughout the year group for the setting of curriculum targets for the cohort, groups and individuals, and contribute fully to pupil progress meetings, demonstrating in-depth knowledge of pupils.
- Ensure that record keeping and assessment data is kept up to date in the year group and recorded upon Arbor.
- Work alongside the Assessment Leader to contribute to relevant data analysis for the year group and ensure that appropriate intervention is in place to ensure optimum progress for individuals and groups of pupils.
- Provide advice and support to new staff, ECTs and supply teachers, as appropriate.
- Meet and liaise with other team leaders, relevant senior colleagues and Headteacher as necessary.
- Attend and contribute to senior leadership team meetings when required. Feedback information from such meetings to the year group team on a regular basis.
- Organise and take assemblies as necessary.
- Take initial responsibility for behaviour in the year group and liaise with relevant senior staff.
- Manage the day to day work of support staff within the year group, undertaking appraisal of these staff as necessary.
- Take a lead on arranging school visits for a year group within the agreed time scale, ensuring that the appropriate risk assessments are carried out and parents receive information well in advance.
- Communicate with parents throughout the year group on a wide range of issues including the curriculum, standards and pastoral support.

- Communicate through regular year group letters to parents giving details of topics and work to be covered
- Keep a check on and order resources and materials required in the year group as necessary in liaison with senior staff.
- The year group for which the Year leader is responsible will be negotiated with the Headteacher.
- Be responsible for a year group and take part in accountability meetings with the Headteacher and other senior staff.
- Take operational responsibility for the attendance of pupils in a year group, ensuring year group staff communicate with parents/carers in order to make improvements.
- Be responsible for the transition of pupils in/out of a year group, with the relevant transfer of information and organisation of activities to support pupils.

Personal Attributes

- Qualified Teacher Status
- Experience of classroom teaching in KS2
- Recent experience of pupils with differing educational needs
- The ability to relate to children in and out of the classroom
- Recent leadership experience within a school setting
- The ability to live our school values of belonging, achieving and growing
- Relentless ambition for every child in your care

Other Duties

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.
- Work in line with the 'Roles and responsibilities' document for Year Leaders at Christchurch Junior School.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Notes

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

Key/Glossary of Terms

TL = Twynham Learning	SJS – Stourfield Junior School
TS = Twynham School	CJS = Christchurch Junior School
TPS = Twynham Primary School	SCITT = School-centred Initial Teacher Training
TGS = The Grange School	ECT = Early Career Teacher
SIS = Stourfield Infant School	Arbor = our management information system