



Year Group Leader Job Description

In addition to the Class Teacher Job Description:

Job purpose	<p>To support school leaders in providing a high quality curriculum and teaching and learning of pupils within a Year Group; to have whole school responsibility for a Core Subject or Key Area. <i>NB. Where the Year Lead is in Reception, the Key Area allocated will be Early Years.</i> To carry out such other associated duties as are reasonably assigned by the Headteacher.</p> <p>The post holder is expected to apply all school policies, to uphold high standards of work at all times and to actively promote these across the school</p>
Responsible to:	The post holder's Line Manager is a Deputy Headteacher or Assistant Headteacher.
Line management responsibility for:	<p>The post holder is responsible for supporting the Headteacher with:</p> <ul style="list-style-type: none"> - coordination and overseeing of teaching staff and support staff within a year group, including day to day implementation of whole school policies - day to day monitoring of standards of teaching and learning to support high quality teaching and learning - Supporting teachers with coaching, mentoring and development of staff, initially within the year group, possibly beyond this where appropriate.
Summary of key roles	<p>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.</p> <ul style="list-style-type: none"> • Lead a Year Group, consisting of three classes, with particular focus on the quality of teaching and learning within that team, and maintaining an overview of the curriculum. • Contribute to school improvement planning linked to your evaluations of the above and lead whole school initiatives at your Year Group level. • Model and disseminate best practice within your team and beyond • To lead and actively develop a Core Subject or Key Area within the whole school.
Key duties and responsibilities specific to the post	<ul style="list-style-type: none"> • To be a role model teacher, delivering consistently high quality teaching and learning in line with the school pedagogy • To contribute to the aims of the school's leadership team, supporting the ethos, policies and procedures of the school thus providing a good role model for other staff and support for the SLT. • To promote and safeguard the emotional, physical, academic and social welfare of all children across the school. • To support staff in your Year Group (and beyond this as required) to develop the knowledge and skills required to deliver the school's curriculum in line with school expectations • To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils. • To monitor and evaluate the quality of provision across your year group, in conjunction with the SLT; and to identify ways to secure improvement. • Work with SLT colleagues to secure effective and consistent approaches to assessment across your team. • To ensure that all staff in a Year Group, including ECTs, are appropriately supported and to support students and volunteers similarly. • To develop staff by leading appropriate training and development opportunities, e.g. staff meetings, CPD, policy formation. • Within your Year Group, and with colleagues on the leadership team - analyse and interpret relevant national and school assessment information.
Generic duties and responsibilities	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:</p> <ul style="list-style-type: none"> - school policies and guidelines on the curriculum and school organisation - local authority policies and procedures - Teacher Standards

	<p>- SEN Code of Practice and guidelines.</p> <p>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</p> <p>To undertake any other particular duty reasonably assigned by the Headteacher from time to time.</p>
Performance Management	This will be managed through the school's Appraisal Policy.

Post Holder's Signature:		Date:	
Headteacher's Signature:		Date:	