



KINGSLEIGH PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE: Year Leader

REPORTING TO: Deputy/Headteacher

Job Purpose and Objectives

- To provide, in addition to class teaching duties, a middle management structure by leading a year group team.
- To be responsible and accountable to the Senior Leadership Team, Headteacher and Directors, with particular regard to standards of teaching and learning in the year group.

This post is subject to the conditions of service laid out in the School Teachers' Pay and Conditions document.

Within that framework the Board of Directors would wish to highlight the following key tasks:

Main Duties and Responsibilities

- To fulfil all of the duties of a main scale/upper pay scale teacher as outlined in the school's class teacher job description.
- Be responsible for leading and managing a year group team and raising the quality of teaching and learning in the team.
- Ensure clear procedures for monitoring pupil progress, establishing interventions and raising standards.
- Manage staff to ensure their effectiveness through procedures such as Appraisal.
- Play a key role in the consistent implementation of the positive behaviour policy (including Marvellous Me) and behaviour management of the year group.
- To develop effective working relationships with pupils, staff, parents, directors and external agencies.
- Embed routines into the year group's operation, planning and communication. Make effective communication with parents a feature of the school.
- Establish coaching and mentoring procedures for staff in the team that are based around improving the quality of teaching and learning.
- To support the implementation of actions on school improvement strategies, OFSTED action plans and the school development plan.

- Report to the Senior Leadership Team progress, successes and areas for improvement relating to the above. Feedback priorities for improvement and engage in professional discussion with SLT.

Supervisory/Managerial Responsibilities

- Complete the appraisal process with staff across the year group workforce.
- Monitor and evaluate assessment data from across the year and identify strengths and weaknesses ensuring the findings inform the improvement work on teaching and learning.
- Lead Pupil Progress Meetings to evaluate the success of teachers working towards challenging pupil progress targets. Support teachers in identifying appropriate strategies to achieve challenging progress targets.
- Facilitate a collaborative approach to raising the quality of teaching and learning, allowing staff genuine involvement in their own and others' development.
- Lead an effective team towards agreed goals identified through school self-evaluation. Support the development of effective, engaging and creative schemes of work and medium and short term plans.
- Promote whole school commitment to the safeguarding procedures and ensuring the welfare of children and young people.

Communication

- Undertake all relevant tasks to ensure a consistently high standard of information is circulated to parents, carers and the community through newsletters, notices and the school website.
- Ensure that channels of communication are used effectively, within the school, to ensure all staff, parents and pupils are well informed.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.

Name..... Signed.....

Date