

### **Job Description – Year Leader (Primary Section)**

Post	:	Year Leader
Line Managed By	:	Head of Primary
Line Manager of	:	Classroom Teachers and Teaching Assistants within a year
Salary	:	MPS/UPS + TLR (£4786)

### **Job Purpose**

To ensure that within their work and the work of any they might line manage;

- There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
- The school, team and self comply with all statutory, Portsmouth City Council or Governing Body requirements
- All school policies and procedures are understood, followed and positively promoted
- The school's ethos is understood, followed and positively promoted
- There is a culture of flexible working, sharing skills and developing the individual

Additionally;

- To oversee and co-ordinate the quality of education in a Year Team of the Primary section.

### **Key Accountabilities**

- To actively promote the school's Equal Opportunities policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the school's Equal Opportunity policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the school's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

### **General Duties**

ALL Staff members should ensure that they;

- are supportive of and willing to work in an 'all through' school environment
- are clear about their areas of responsibility and how they will be held to account
- have efficient and effective systems to underpin their work
- attend meetings as directed by the Headteacher, Team/Subject Leader or designate
- work collaboratively with all other teams in the school
- produce any reports, data returns or data captures for the Team/Subject Leader or designate as required using any templates provided
- support the Team/Subject Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
- actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
- exploit opportunities to undergo professional development through skill sharing, flexible working or training
- are prepared to share skills, work flexibly and attend training as required
- remain "student focussed"
- support any controls on procurement, stock control and waste
- keep working areas secure and free from clutter

- support the Team/Subject Leader or designate in ensuring working areas project a highly professional image
  - comply with the school's dress code
  - ensure that any information about individual students is kept confidentially and not discussed with third parties
  - have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
  - support whole school ethos by;
- i. Undertaking duties before, during and after the school session within directed time
  - ii. Engaging with students positively
  - iii. Commenting on good standards of behaviour and dress
  - iv. Tackling poor standards of behaviour and dress
  - v. Supporting the teaching staff delivering the Mayfield Teaching Model
  - vi. Having a good knowledge of the school's "vulnerable students" and strategies to support them

### **Specific Duties in addition to those outlined as a Classroom Teacher**

- To act as the key academic and pastoral leader for a Year Group;
- To provide subject leadership for a designated curricula area across the Primary Section;
- Contribute to the work of the Curriculum Development Team (CDT):

The purpose of the CDT is to ask three questions:

- “what” are we expecting our pupils to learn?
  - “when” are we expecting them to acquire new knowledge and how is this revisited and reinforced within and across programmes of study via cross curricular links?
  - Does our curriculum map “comply” with relevant requirements such as:
- The School’s vision – particularly the ‘golden threads’;
  - The National Curriculum;
  - Locally agreed curriculum e.g. SACRE;
  - Equalities legislation;
  - OfSTED’s inspection framework;
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- Maintain an overview of the pastoral and academic progress of a year group and report on this as required;
  - Organise interventions through the ‘catch up’ programme to close gaps within a year group;
  - Support PPA sessions for Year Teams as required;
  - Chair Year Team meetings as required;
  - Oversight of the extra curricular programme for a year group;
  - Act as the key channel of communication for a Year Team;
  - Conduct moderation exercises as required;
  - Act as the Appraiser for a Year Team;
  - Manage day-to-day pupil behaviour, uniform and pastoral issues;
  - Mentor NQTs, ITT students and new staff;
  - Act as a ‘second point of contact’ for parental feedback, after the Classteacher;
  - Act as a link to the school’s House System and liaise with the Head of House as required;
  - To work within the precepts of the National Curriculum;
  - To undertake a maximum teaching load of 80%.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.