

## Year Leader

**Line Manager:** Deputy Headteacher/Assistant Headteacher

**Line Management:** Year Team

### **Core Purpose of the Job**

- 'Children first, staff always'
- Have a high profile around the Year group.
- Play a significant part in maximising the standards and achievement of pupils regardless of their race, gender, stage of English, special educational needs or disability.
- To have a deep understanding and experience of the curriculum.
- To be an excellent role model as a teacher.
- To work with SLT and Year team to improve provision for all children in year group.
- Able to lead and manage people effectively, creating high performing teams.
- Commitment to the achievement, safeguarding and well being of pupils at all times of the school day.
- To ensure welcoming, safe, secure start and end of the school day.
- Promote positive relationships with parents/carers.
- Carry out the duties of a teacher as described in the current School Teachers' Pay and Conditions Document and the school's policies. Undertake such duties as the Headteacher may reasonably direct from time to time.

### **Main Duties**

#### **Leadership and Management**

- Be an effective and positive role model exemplifying high standards of teaching, timekeeping, pupil behaviour, organisation and classroom management.
- Lead by example to motivate and maintain highly positive staff morale.
- Participate in the school performance management processes, according to the school policy and guidelines.
- Line manage identified staff as required.
- Take an interest in, and actively support all aspects of school life and development.
- Lead and assist in the selection and recruitment of staff as required.
- Be proactive, positive and energetic regarding 'cultural capital' activities.
- Have the highest and consistent expectations of behaviour.

#### **Teaching and Learning**

- Ensure that provision in Year group is consistently strong.
- Be proactive and ensure that the staff team are coached, mentored and developed to provide consistent, quality provision.
- Assist in the development and review of school strategies for effective learning and ensure that curriculum planning takes account of pupils' different learning styles.
- Assist in the implementation of school procedures for assessment and target setting.
- Ensure the active involvement of children and staff in their own learning and professional development.

- Ensure that all staff are focused on excellent pupil progress and achievement, arising from the analysis of teaching, learning and assessments.
- Develop and review systems to ensure robust evaluation of school performance, and actions to secure improvements comparable to appropriate national standards.
- Work with colleagues to ensure that Cippenham is at the forefront of excellent and innovative practice in teaching and learning.
- Ensure that outcomes are collated and actions taken demonstrate impact on pupil learning.
- Act as a role model to support others and facilitate support, in developing a wide range of strategies, including coaching; mentoring and taking excellent demonstration lessons.
- With the headteacher lead on effective cohesion between monitoring, evaluation, the School Improvement Plan and Performance Management.
- Working with SLT to ensure rigorous and accurate monitoring and evaluation, having the highest expectations always ensuring consistency and quality.
- Be a proactive role model ensuring parents are aware of how their children are progressing and how they can be further supported through partnership.
- Ensure that the engagement with parents and the wider community is effective to enhance pupil development.
- Provide information to the Headteacher, SLT, and the Trust regarding the above and any improvement actions arising.

### **Partnerships**

- Build effective relationships with children, parents, colleagues, outside agencies and members of the wider community, thereby promoting the school's vision and values.
- Maintain an active partnership and communicate effectively with parents and encourage their support and participation in the life of the school, maintaining a "customer focus".
- Be an active participant of our PTA.
- Develop and maintain further partnerships to assist Cippenham School to be at the forefront of local and national initiatives and to be widely highly regarded as a centre of excellence.

### **Maintenance of Professional Standards**

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the School.
- Ensure the highest standards of professional conduct and confidentiality at all times.
- Ensure the development and maintenance of a consultative and collaborative and team culture that enables all members of staff to be effective in their respective roles.
- Have due regard for the health and safety of yourself and colleagues as outlined in the school policy. To have particular concern for the health and safety of pupils.

### **PPA Expectations**

- All meetings to follow a set agenda
- Agenda to include: planning for week ahead, AOB and key children (behaviour/ safeguarding)
- All of the team to be aware of key children in the year group- who have been recorded on My Concern/ names that come up often.

### **The following competencies are essential for this position:**

#### **Year Team Leadership**

- Able to work to own initiative, meeting deadlines and prioritising workload.
- Possess excellent communication skills, including written reports and action plans.
- Good ICT skills, including the use of spreadsheets and school information management systems.
- Accurate and incisive data analysis skills.
- Strong organisational skills, including management of time and resources.

- Excellent leadership skills- able to enthuse, empower and enable others to excel.
- Able to employ a variety of positive leadership styles, including directing as well as formal and informal coaching and mentoring.
- Ability to coordinate and liaise with external parties, always presenting the school in professional and efficient ways.
- Able to lead and manage people effectively, creating high performing teams.
- Commitment to the achievement, safeguarding and well being of pupils.
- Able to make accurate judgements on the quality of teaching and learning and give clear feedback based on evidence.

### **Wider Leadership Team**

- Able to work as part of a team, contributing ideas and promoting agreed actions.
- Commitment to the values and vision of the school.
- Willing to challenge behaviours and attitudes at odd with the school values wherever they occur.

### **Teaching**

- Able to teach to a high standard.
- Can demonstrate effective use of Assessment for Learning strategies to promote progress for all pupils.
- Committed to a positive and inclusive approach to educating children.
- Able and willing to pilot and share new ideas based on evidence and research.

### **Expectations of all Staff**

- Be positive, kind, cheerful and enthusiastic.
- Promote the school.
- Be punctual at all times.
- Be approachable at all times.
- Be polite and courteous.
- Lead by example.
- Speak to SLT openly and honestly about strengths and challenges.
- Follow school policies, timetables and subject allocations.
- Improve subject knowledge and professional skills by participating in continuing professional development.
- Be smart at all times.
- Work in teams to create a secure, stimulating environment in which all children can flourish.
- Work in teams to ensure that displays are changed regularly – at least half termly and according to published rotas.
- Keep rooms and other areas tidy.
- Ensure that all resources and equipment are accessible to all pupils.
- Encourage children to take pride in their work and environment.
- Be fair to all.
- Not to show favouritism to individuals.
- Actively listen to children.
- Talk in an appropriate level and tone of voice.
- Deal with all incidents with initiative, tact and sensitivity.
- Maintain good relationships with parents by responding to queries within 2 days.
- Respect confidentiality by conducting professional discussions in private – away from visitors, pupils and parents.
- Run a weekly club.
- Follow the Professional Standards.

**This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. This document will not be altered without consultation once it has been signed. It will be reviewed annually.**

The post holder will be expected to work in partnership with all school staff including the Senior Leadership team, parents/carers, internal and external visitors and members of The Elliot Foundation Academies Trust to provide an efficient and flexible delivery of a range of services. The post holder may be expected to undertake any other reasonable duty as directed by the Senior Leadership Team including the Headteacher. Please note: Year Groups are reviewed annually.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. This post is subject to Enhanced Disclosure procedures. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

Name.....

Date.....

Signature.....