



Year Group Leader Job Description

In addition to the responsibilities set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Responsible to: Headteacher, Deputy Headteacher, Assistant Headteachers

Responsible for: Year Group cohort and whole school curriculum area or aspect

Purpose of post:

- To lead an assigned year group to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils through a creative and rigorous curriculum.
- To take an active and positive role in the development of curriculum attainment and progress within the school as a member of the management team.
- To promote the wellbeing of staff and pupils in the school with particular reference to year group team.
- Lead and co-ordinate the work of the assigned year group, ensuring all statutory and school assessments are undertaken and to be accountable for standards within the year group.
- To lead on a specific area of the curriculum or aspect across the school.

Main duties and responsibilities:

- Support and work to secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.
- To work as part of the management team in the process of devising, implementing, monitoring, assessing and evaluating the curriculum provision, implementation of teaching and learning for the school, including areas of staffing, curriculum resourcing, pupil behaviour and achievement.
- Act as an ambassador for the school and positively engage with the wider school community.
- With the support of the SLT, challenge poor performance in any area of the school's activity.
- Be an excellent practitioner who is an example to staff, pupils and parents in terms of :-
 1. High personal standards of classroom practice
 2. Providing a stimulating and challenging learning environment
 3. Good subject knowledge of Mathematics and English
 4. The ability to plan, assess and evaluate to a high standard
 5. High expectations of pupil achievement
 6. Commitment and professionalism
 7. Organisational and school operation skills
 8. Good understanding of whole school assessment and data analysis

- Share responsibility for, and be pro-active in, the day to day management of the assigned year group.
- To observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of yourself, other staff and pupils.
- Collaborate, cooperate and support roles of colleagues, in achieving the school priorities and targets, and monitor the progress towards meeting them with the SLT.
- Responsible for the welfare and safeguarding of children.
- Ensure the promotion of equal opportunities in all aspects of school life.
- Lead and support CPD of staff, including coaching.
- Maintain strong links of communication with governors, parents and the wider community

Specific Responsibilities

- Lead and co-ordinate the work of the assigned year group, being responsible for the quality of learning, pupil progress and standards alongside SLT.
- To monitor teaching and learning, planning, pupils' work, progress and behaviour in order to raise standards.
- Work closely with members of SLT and Curriculum Leaders, to ensure that standards, achievement, actions and developments are monitored to raise the levels of achievement of pupils and staff.
- Ensure that all staff in the assigned year group understand the curriculum and school policies and follow them accordingly.
- Ensure the appropriate induction of staff into the assigned year group (including the mentoring of NQTs as required)
- Work with SLT as required to help co-ordinate the deployment of staff, students and volunteers within the year group.
- Ensure appropriate arrangements for statutory and non-statutory assessment are in place and carried out.
- Work with the SLT to use the results of pupils' assessments and achievements to help prioritise support and monitoring for underachieving pupils or groups (closely tracking the progress of children across the year group accordingly).
- Ensure that parents are well informed about the curriculum, targets, children's progress and attainment.

This job description will be reviewed annually as part of the performance managements review process, or more frequently if necessary. It may be amended at any time after consultation with the Headteacher and post holder.