



Job Description: Year Leader

FUNCTIONS

In accordance with the School Teachers' Pay and Conditions Document and other legal requirements, and having due regard to the requirements of the National Curriculum, the school's agreed aims, objectives and schemes of work and any policies of the school and/or Governing Body:

- to be responsible for the overall planning and co-ordination of the curriculum for the designated year group;
- to share with other senior staff the pastoral care and support of children and staff within the year group;
- to be a member of the Leadership Team and contribute effectively to the leadership of the school and the raising of standards of attainment.

QUALITIES

It is expected that the Year Leader will:

- be committed to a process of continuous improvement and the raising of standards of attainment within the year group and school;
- be able to work on his/her own initiative in the execution of the duties outlined below;
- be able to relate effectively to staff, children, parents and the general public;
- promote good relationships amongst those working within the school and contribute to the work of the wider school team;
- be sensitive to the needs of others and be able to develop a reassuring atmosphere at all times;
- take a creative approach to problem-solving to identify and resolve issues as they arise;

DUTIES

Curriculum

In co-ordinating the overall planning of the curriculum for their year group the Year Leader should take responsibility for:

- ensuring the National Curriculum requirements are covered;
- effectively lead an area of the curriculum.
- resourcing the curriculum, in consultation with subject leaders, ensuring its implementation and continuity;
- ensuring that agreed courses of action arising from school improvement activity are taken account of;
- monitoring the quality of marking and assessment within the year group ensuring all colleagues in the year group follow the Assessment and Marking policies;
- monitoring year equipment and resources;
- ensuring that colleagues retain, collate and maintain the class records necessary for the end of year transfer;
- ensuring a continuity of classroom organisation across the year group;
- providing a role model for teaching and learning and demonstrating excellent classroom practice and organisation;
- monitoring, evaluating and making necessary modifications to year group planning and communicating these changes to subject leaders;
- organising visits and visitors and undertaking any preliminary visits to complete appropriate risk assessments to assist in their planning;
- organising the collection of any appropriate support materials;
- ensuring that children across the year group have equal access to the whole curriculum;
- encouraging colleagues to consult with the Special Educational Needs Co-ordinator over children requiring additional help;
- liaising with the Special Educational Needs Co-ordinator to ensure the implementation of appropriate programmes of work;
- executing planned arrangements for assessment;
- ensuring the highest possible standard of work through the Year Group.

Pastoral Care and Support

The Year Leader should also be responsible for:

- pastoral care within the Year Group to include overseeing the individual and collective control and well being of the entire Year Group;
- ensuring the highest possible standards of attitudes and behaviour throughout the year group
- being accessible to Year Group colleagues for advice and support and being aware of their individual needs;
- assisting the Deputy Headteacher in the induction process of new staff;
- organising an agenda, acting as Chairperson and keeping minutes of year meetings;
- organising the display of work within designated areas;
- developing and maintaining parent support within the year group;
- delegating responsibilities effectively to colleagues and supporting them in their fulfilment;
- encouraging the year group to fulfil the aims of the school;
- taking whole school assemblies as required and plan relevant year group assemblies.

Management

The Year Leader should:

- be a member of the Leadership Team;
- when circumstances dictate, be called upon to act in the absence of the Headteacher/Deputy Headteacher;
- take a full and active part in all Leadership Team meetings and conferences;
- share effectively whole school decisions and communications with the Year Group;
- ensure the effective deployment of Teaching Assistants within the year group, alongside SENCO;
- take responsibility for decisions and agreed lines of action;
- respect the confidentiality of all information concerning children, families, staff and school matters of which he/she becomes aware during the course of carrying out the role;
- ensure that PPA time is used appropriately and effectively;
- take on the responsibility for leading a significant school improvement priority that will be discussed as part of the performance management process.

For a Year Leader on the Upper Pay Scale the following will be added:

As you are on the Upper Pay Scale (UPS) you will be expected to make a distinctive contribution to the work of the school that is substantial and sustained. The precise nature of this contribution will be determined by the priorities in the school's Strategic Plan.