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| <b>TITLE OF POST:</b>       | <b>Year Leader</b>  |
| <b>GRADE:</b>               | <b>TBC</b>  |
| <b>PURPOSE OF POST:</b>     | <b>To be accountable for raising the standards of teaching, learning and achievement for all pupils in a Year Group</b> |
| <b>DATE OF APPOINTMENT:</b> | <b>1 September 2022</b>   |
| <b>LINE MANAGER:</b>        | <b>Member of Senior Leadership Team</b>   |

## **JOB DESCRIPTION**

### **Progress**

- Lead a team of staff to ensure pupils' in the agreed Year Group achieve the highest possible attainment and progress
- Track and monitor the achievements of pupils in the year group regularly targeted support and interventions to address underachievement by individual pupils and by groups of pupils. Deploy staff, resources and methodologies as appropriate and as agreed with line manager to tackle underachievement
- Ensure through moderation and scrutiny that assessments made by staff are robust and accurate
- Ensure that pupils in the year group have access to a broad and balanced curriculum

### **Teaching**

- Support and monitor planning, assessments and pupils' work to ensure appropriately differentiated activities are planned and implemented
- Promote, support and model high quality teaching over time within the year group. Monitor and evaluate teaching over time of staff within the year group through a range of approaches to ensure it meets the needs of pupils and secures progress by all pupils. Use appropriate methods, including mentoring and coaching, to support aspects of underperformance for staff within the team.
- Be a role model for staff by delivering high quality lessons
- Ensure that marking and feedback practice across the year group is regular, consistent and provides pupils with information to improve and progress
- Ensure that positive behaviour management strategies are used by the year team consistently and in line with the school's behaviour management policy

### **Engagement**

- Be accountable for a curriculum which is broad, balanced and relevant to their year.
- Ensure that curriculum planning for the year group has regard to the National Curriculum where appropriate and is in line with the school's broader curriculum plan.
- Ensure there is consistency and progression in medium term and short term curriculum planning.
- Help ensure that teachers' planning takes account of all abilities in each class
- With their team, plan visits, visitors and community involvement to enrich the curriculum.
- Develop and encourage cross curricular learning opportunities which are creative, active and motivational and provide real contexts for learning.
  
- Ensure that the learning environment provided within the year groups is stimulating, supports learning and helps engage and motivate pupils

### **Leadership**

- Be responsible for the performance management of staff within the Year team in line with school policy and procedure
- Support professional the development of staff within the year group
- Work with the Head and the Senior Leaders and school community to create and implement a strategic plan for the school, ensuring that identified priorities and targets are achieved.
- Help to ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting objectives and targets which secure the educational success of the school.
- Assist the Head in maintaining high standards of behaviour and an ethos where all members of the school community treat each other with care, respect and consideration.
- Lead your team to develop a year group action plan which effectively supports whole school priorities; review and monitor the plan and report to the Senior Leadership Team.
- Support the Head to develop and review the School's Self Evaluation document.
- Be a proactive member of relevant leadership and management groups within the school and attend all meetings relevant to the post
- Efficiently manage any budget(s) associated with the post to ensure funds are deployed to meet the needs and priorities of the year group
- Undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, or as may be decided by the admin manager, head teacher or governing body in the context of the school's changing needs.
- Ensure the smooth and efficient day-to-day running of the year group, including the induction and support of new staff

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| <b>SELECTION CRITERIA</b> |
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**Qualifications and experience**

- Have qualified teacher status
- At least 3 years successful teaching experience in the Primary and/or the Foundation Stage
- Evidence of experience of taking a leadership role in the school
- Evidence of continuing professional development, research and training

**Skills**

- Ability to develop and maintain good personal relationships with pupils, staff, parents/carers, Governors and the wider community
- Ability to demonstrate leadership qualities
- Ability to work effectively with staff in the monitoring of learning and teaching
- Ability to work with, lead and motivate individuals and teams of staff
- Ability to communicate effectively
- Ability to raise achievement by use of assessment data analysis and target setting
- Ability to work under pressure and meet professional deadlines
- Ability to manage and resolve conflict
- Ability to use ICT for school management purposes
- Ability to demonstrate outstanding classroom practice.

**Knowledge**

- Thorough understanding of the factors that impact on raising the achievement of children in the Primary sector
- Awareness of current educational developments, initiatives and research relating to primary education
- Thorough understanding of managing planning, assessment and record keeping, and how these affect optimal pupil progress
- Thorough understanding of how children learn

**Personal Qualities**

- Commitment to raising standards of attainment and equal opportunities across the school
- Commitment to maintaining strict confidentiality
- Passion for excellence and ability to lead by example and encouragement
- Commitment to develop own knowledge, understanding and skills
- Enthusiasm, flexibility and sense of perspective