



JOB DESCRIPTION

Title:	Year Leader
Grade:	Main Pay Scale / Upper Pay Scale + TLR2a
Responsible to:	Headteacher
Purpose of the Job:	<p>To fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions document.</p> <p>To meet the expectations set out in the Teachers' Standards</p> <p>In partnership with parents, carers and colleagues, provide a high-quality education for all learners ensuring success, progress and achievement in accordance with the school's vision and values.</p>

Duties and Responsibilities

Teaching and Learning

- Lead by example as a teacher and as a leader achieving high standards of pupil attainment, behaviour and motivation through effective teaching as set out by the teacher standards,
- To be responsible to the Headteacher for co-ordinating the work of the year group, supporting and advising, where appropriate,
- Support subject leaders in the development and implementation of curricular initiatives,
- To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work,
- To review long term planning to ensure coverage, progression and a range of learning experiences across the year group,
- To liaise with other Year Leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils,
- Take overall responsibility for the pastoral care of pupils in the year group,
- In conjunction with the Educational Visits Co-ordinator, co-ordinate and oversee the organisation of educational visits,
- Ensure planning is effectively carried out and ensure pupils' individual needs are being met,
- To monitor the standards of behaviour and achievement within the year group to ensure continuity and progression,
- Set appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching and clear targets for improving and sustaining pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines,
- Supporting Year staff to meet Performance Management targets,
- Provide curriculum information for parents such as letters/booklets, in line with school policy and in consultation with the Headteacher,
- To lead parent workshops.

Recording and Assessment

- Use relevant assessment information to set targets for improvements across the year group,
- Monitor progress and ensure appropriate subject leader action plans are being implemented,
- Monitor planning to ensure individual needs are being met,
- To provide reports parents, pupils, governors and leadership team with regard to progress.

Leadership

- Support Headteacher in providing a clear vision and direction for the development of the school,
- Take a leading role in specific project(s) to be decided with Headteacher,
- Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a

- significant role in the preparation, implementation and monitoring of the school's development plan,
- Assume responsibility for the management of the school in the absence of the Headteacher/Deputy Headteachers/Age Phase Leaders,
- Attend Leadership Team meetings as required, and report back to staff, when necessary,
- Be a strong advocate for change and champion school improvement. Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives,
- To keep up with current trends and research and debate, as appropriate,
- Establish good relationships, encourage good working practices and support and lead teachers,
- Plan, organise, chair and minute year group meetings as appropriate in order to ensure school policies and practices are being implemented,
- Liaise with teaching assistants timetabled and outside agencies,
- Enthuse, lead, develop and enhance the teaching practices of others across the year group, through mentoring, coaching, evaluating, supporting, guiding and target setting.

Standards and Quality Assurance

- Support the vision and values of the school,
- Liaise with the Governors, when appropriate, to facilitate their overview of school management,
- Attend and participate in open/parent evenings,
- Uphold the school's behaviour code and uniform regulations,
- Participate in staff training,
- Participate in Continuing Professional Development,
- Attend team and staff meetings,
- Develop links with Governors, LEAs and neighbouring schools.

People and relationships

- Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
- Safeguard every pupil's health, safety and well-being in line with school policy,
- Encourage moral and spiritual growth and civic and social responsibility amongst pupils,
- Manage innovation and change,
- Work collaboratively,
- Manage and develop effective working relationships with all staff in the school.

Human and material resources and their development and deployment

- When required, lead the professional development of all staff through example; coaching peer support and target setting,
- Contribute to the audit of staff development and training needs and the provision of effective INSET,
- Ensure support and training during the induction of new staff and for trainee teachers,
- Support the establishment of priorities for expenditure across the whole school and within departments,
- Ensure the maintenance in Year of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development,
- Manage the resources for a specific subject area or a whole school aspect - to be agreed.

WORKING TIME

A teacher employed full time must be available for work 195 days in any school year, of which:

- 190 days must be days on which s/he may be required to teach pupils and perform other duties; and
- 5 days must be days on which s/he may only be required to perform other duties.

Those 195 days will be specified by the employer, or if the employer so directs, the Headteacher.

A teacher employed full time must be available to perform such duties at such times and such places as may be specified by the Head Teacher for 1,265 hours in any school year. The 1,265 hours will be allocated reasonably throughout those days in the school year on which s/he is required to be available to work. Time spent travelling to or from the place of work shall not count against the 1,265 hours.

No teacher will be required under his/her contract of employment as a teacher to undertake any midday supervision, and will be allowed one break of reasonable length either between school sessions or between the hours of 11.30am and 1.30pm.

In addition to the hours a teacher is required to be available for work, s/he must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties as outlined in the current School Teachers' Pay and Conditions Document or at the reasonable request of the Headteacher. The amount of time required for this purpose between the 1265 hours and the times outside the 1265 specified hours, will not be defined by the employer but shall depend upon the work needed to discharge effectively the teacher's duties.