ST. JOHN’S C. E. PRIMARY SCHOOL

**Job Description Year Group Leader**

**Main Purpose and Scope of the Post**

The Professional duties of teachers (other than the Headteacher) are set out in the School Teachers Pay & Conditions Document and Teaching Standards Document and describe the duties required of all teachers. In addition, the specific requirements of the post holder, along with the particular duties expected of the post holder have been set out below:

Main Purpose of the 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 actively promote the vision and values of the school as part of the leadership team.
* To lead the year group team with positivity and enthusiasm, demonstrating how to be resilient in the face of challenge.
* To promote the wellbeing of staff and pupils in the school with particular reference to year group team.
* To offer guidance and support to Year Group staff, modelling best practices and showing up-to-date knowledge of current theory and practice

**Main duties and responsibilities:**

* Demonstrate a passion for St John’s CofE Primary School and a commitment to its vision and values.
* Work as part of the leadership team to achieve the school’s aims and address the areas for development.
* Support and secure the commitment of others to the vision, ethos and policies of the school and promote high expectations across school.
* Lead and co-ordinate the work of the assigned year group, being responsible for the quality of learning, pupil progress and standards.
* Ensure the quality of teaching leads to the highest standards of learning and achievement for all pupils, through a creative and rigorous curriculum.
* Be an excellent teacher who is an example to staff, pupils and parents (see Teachers’ Standard).
* Ensure the needs of all pupils, including those with special educational needs, are met effectively.
* Support termly pupil progress reviews and take appropriate actions as a result within the year group.
* Use the results of pupils’ assessments and achievements to provide support and monitoring for underachieving pupils or groups.
* Work with SLT and parents to raise aspirations, create opportunities and raise achievement for disadvantaged pupils.
* Act as an ambassador for the school and positively engage with the wider school community, including parents.
* Share responsibility for, and be pro-active in, the day-to-day management of the assigned year group.
* Collaborate, cooperate and support colleagues, in achieving the school priorities and targets, and monitor the progress towards meeting them.
* Lead and engage with CPD including the use of coaching, mentoring, CPD meetings and INSET.
* Attend leadership team meetings as required and report to staff and governors as necessary.
* Use feedback from members of SLT and curriculum leaders to drive improvement within the year group.
* Ensure that all staff in assigned year groups understand the curriculum and school policies and follow them accordingly.
* Ensure that support staff, students and volunteers within the year group are deployed appropriately and effectively in order that they may best support pupils.
* Lead effective PPA meetings with a focus on best practice and consistency.
* Ensure appropriate arrangements for statutory and non-statutory assessment are in place and carried out in line with guidance.
* Lead effective transition of pupils to/from year groups.
* Ensure that parents are well-informed about the curriculum provision in their year group.
* Positively uphold the school’s behaviour policy and support staff when necessary.
* Support Year Group teachers with parent queries and complaints after the class teacher has tried to resolve first.
* Be responsible for the welfare and safeguarding of children and young people.
* 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.
* To report to HT issues of concern arising from moderation, lesson observation or pupil progress and recommend solutions.
* To contribute to LA moderation when required
* To complete a termly report, to the headteacher and SLT
* To undertake any other tasks under the reasonable direction of the headteacher.

**To be responsible for the following which should be delegated to team members when appropriate**

* Organisation of Year Group events, such as educational visits
* Preparation and issue of communications to parents
* Support and management of teaching partners
* Induction, mentoring and supporting new teachers, teaching assistants and volunteers

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Performance Management Process.