



Job Description – Head of Year 4

Purpose of job:

To provide high quality leadership and management of Year 4, promoting the best academic, social, moral, physical, spiritual and emotional development of every child. The post holder may also teach other year groups within the Prep School.

Line Manager:

- Deputy Head Pastoral

Responsible to:

- The Head
- SLT
- The Governing Body

Other key relationships:

- Parents
- Pupils
- Year 4 teachers
- Heads of Department
- Colleagues

Key responsibilities additional to the teaching Job Description:

Leadership: Pupils

- Ensure the planning and delivery of high-quality differentiated learning for all children in the year group.
- Ensure all pupils are provided with a suitable level of teaching and undertake routine assessments to understand pupil progress which inform planning and reporting.
- Model and develop the use of the St Michael's Learning Behaviours (Collaboration, Independence, Resilience, Creativity and Engagement) and ensure that they are embedded into year group practice.
- Model high-quality marking for the year group and carry out Book Looks to give feedback on marking and assessment, ensuring consistency.
- Support the promotion of positive behaviour and aid colleagues with the implementation of the Behaviour and Reward Policy.



Leadership: Staff

- To be a role model to all in your team.
- Organise and lead year group meetings and produce minutes.
- Support the development of all members of the team, through 1:1 meetings.
- Support the professional development process for yourself and your team.
- Lead the team effectively in line with the School Development Plan and agreed whole school focus.
- Contribute to and support other Middle Leaders with developing ideas and initiatives.

Leadership: Communication

- Communicate with families through formal and informal parents' meetings and other communication as necessary for advice, information and to promote learning.
- Provide timely responses to questions and queries from parents when escalated to the Head of Year.
- Liaise with key member of SLT to ensure the academic and pastoral needs of all pupils in the year group are met.
- Promote and celebrate every child and the opportunities in Year 4.
- To attend the termly calendar meeting and use the school calendar, event planning processes, marketing and office admin team to ensure communication is timely, clear and accurate.

Leadership: Budget

- To plan, monitor and deliver a department budget, managing it effectively.
- To ensure fair/adequate distribution of resources.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

