



JOB DESCRIPTION

JOB TITLE: Year Leader
REPORTS TO: Assistant Headteacher
DEPARTMENT: Education
SCHOOL: Balfour Primary School

PURPOSE OF JOB

To lead a mutually supportive, effective team that sees itself as part of the whole school community. In addition to being an exemplary classroom practitioner the post holder will:

PRINCIPAL ACCOUNTABILITIES

1. Provide leadership to an assigned year team, provide support, and hold team members to account within the year group.
2. Regularly monitor the quality of teaching, learning and assessment.
3. Know own, and year groups classes data, in order to ensure appropriate support and interventions are put in place, adults are effectively deployed and all children make progress.
4. Undertake line management and appraisal of staff in year group as required.
5. Ensure communication is effective across the team and with parents and build positive professional working relationships.
6. Have a clear overview of year group planning (long, medium and short term).
7. Ensure arrangements for phonics screening and KS1 / KS2 SATS are managed effectively, within timescales and that all relevant staff are aware of their roles and responsibilities.
8. Write an annual action plan to address issues arising from individual year group data.
9. Write termly year group reports for the Headteacher.
10. Ensure data, as required, from all classes in the year group is uploaded onto school systems when requested.
11. Provide pastoral and professional support / advice to all year group members.



12. Attend weekly Senior Management Team meetings and fortnightly key stage meetings and feedback to team as appropriate.
13. Feedback to senior leadership appropriate information or concerns.
14. Ensure smooth transition between year groups / phases and when pupils transfer to secondary schools.
15. Oversee trips / visits / visitors etc. and undertake risk assessments as required.
16. Oversee any behavioural issues that may occur within the year group.
17. Liaise with year group parents and lead / plan meetings as required.
18. Take some assemblies.
19. Ensure agreed policy is exemplified in your class and that good teaching and learning is modelled.
20. Uphold schools aims / ethos / vision.
21. Ensure PPA time is used effectively.
22. Lead regular meetings of the year group and plan minutes/arrange for minutes to be taken.
23. Co-ordinate termly action research projects.
24. Provide coaching support to staff where needed and provide constructive feedback.
25. Undertake subject leadership responsibility.
26. Support new members of staff
27. Mentor students / NQTs as required.
28. Lead some CPD and inset as needed.

GENERAL

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. **This must be read in addition to the Teacher Job Description & Person Specification.**

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.



PERSON SPECIFICATION

JOB TITLE:	Year Leader
DEPARTMENT:	Education
SCHOOL:	Balfour Primary School

You will have experience of:

- Teaching across the primary phase
- Talking to / managing large groups of parents / children / staff and forming good relationships
- Liaising with other phase groups and managing transfers and transitions
- Mentoring students / NQTs
- Supporting others to improve their practice
- Planning and developing an effective and exciting curriculum
- Writing action plans and evaluating their impact / effectiveness
- Writing letters / documents / papers for a range of purposes / audiences
- Successful subject leadership, including budget management
- Arranging school visits / trips and undertaking risk assessments as needed
- Managing difficult behaviour and supporting other staff to develop the skills needed to ensure good behaviour at all times
- Being involved in, and leading, action research projects and using the outcomes to bring about change
- Leading CPD / training and a commitment to lifelong learning
- Commitment to child protection / safeguarding
- Ability to manage and organise classes to create an outstanding learning environment
- Excellent understanding of data and ability to evaluate data to raise standards for all children
- Understanding the importance of 'Achievement for Learning' and 'Learning to Learn' approaches in ensuring all children are inspired and engaged in learning
- Knowledge of how to assess children's attainment and use this in planning
- High expectations of achievement, behaviour and citizenship and evidence of success in these areas
- Experience of leading a curriculum area



And detailed knowledge of:

- The National Curriculum for all Primary Key Stages
- What constitutes good and outstanding teaching and learning
- And you will obviously have qualified teacher status

And you can demonstrate the ability to:

- Monitor the quality of teaching and learning and use the outcomes to plan actions aimed at bringing about further improvements
- Line manage staff and undertake robust performance management
- Be creative in your approach to teaching and learning
- Communicate clearly and effectively and have excellent interpersonal skills
- Differentiate the curriculum appropriately for all children to ensure effective provision for a range of abilities
- Build productive teams
- Work within tight timescales
- Challenge staff, where necessary
- Evidence of Good/Outstanding classroom practice

And you will be:

- Efficient and well organised
- Ambitious
- An effective and productive team member
- Positive, bringing boundless enthusiasm, energy and ideas for learning to the team
- Committed to building on the vision of the school through strategic thinking, planning and prioritisation