



JOB DESCRIPTION

Ward End Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for Enhanced Disclosure from the Disclosure and Barring Service. Observance of the City Council's Equal Opportunities policy will be required

1. INTRODUCTION

POST TITLE: YEAR GROUP LEADER

SALARY/GRADE: MPS/UPS + TLR2 (lower spot point)

1. JOB PURPOSE

- To secure effective education for all pupils and the continuous improvement of teaching and learning in the school
- Year group leaders are expected to monitor work of colleagues across the year group with reference to planning, assessment, pupil progress and differentiation
- To liaise with Phase Leaders to ensure continuity and progression throughout the curriculum

2. DUTIES & RESPONSIBILITIES

This responsibility is in addition to the standard scale job description for all teachers at our school and any other accepted areas of responsibility.

Particular responsibilities

- To plan and teach effectively
- To keep accurate records of children's progress
- To foster good relationships at all levels
- To be professional in all school matters
- To improve standards as identified in the SDP
- Enhancing learning and teaching of key skill across the curriculum
- Lead by example
- Be a strong advocate for positive change and school improvement
- To liaise with Phase Leaders to identify target children and manage target interventions across the year group

Duties

The year group leader will:

- Establish good relationships with all stakeholders
- Encourage good working practices within the year group
- Lead, support, motivate staff working within the year group
- Lead weekly planning meetings
- Maintain high standards within the learning environment in line with the schools teaching and learning policy
- Oversee the organisation of the year group including: planning, behaviour and meeting parents
- Monitor and evaluate the progress of pupils within the year group and liaise with the Phase Leader
- Liaise with other year group leaders and support the process of transition
- Support the induction process of new staff to the year group
- Through effective management ensure the efficient running of all day to day aspects of your year group

CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the current Teachers' Pay and Conditions Document and subsequent Orders in terms of duties and working time. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

SIGNATURES:

Signed.....(Teacher)

Signed.....(Headteacher)

Dated.....(Teacher)

Dated(Headteacher)