

JOB DESCRIPTION

Year Group Leader



In addition to the roles and responsibilities of a Class Teacher (as set out in the Teacher Standards)

Key Responsibilities and Objectives of a year group leader

The Year Group Leader is responsible to the Headteacher and through her to the Governing Body.

The responsibilities and duties of this post include a significant responsibility that is not required of all classroom teachers and:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgement;
- c) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- d) involves leading, developing and enhancing the teaching practice of other staff.

Leading teaching and learning within the year group

- To lead, coordinate and monitor planning and teaching in line with school policies
- Ensure teachers know how to recognise and deal with racial or gender stereotyping
- Work with the SENCo to ensure the needs of SEND pupils are met
- To monitor and improve teaching and learning, to establish continuity and progression and a common approach across the school through modeling and shared lessons, observations, moderation and work sampling
- To ensure high standards of attainment in all year group classes, to analyse differences between classes and where necessary implement improvement plans
- To identify and monitor pupils requiring intervention strategies, implement strategies and evaluate effectiveness of programmes of study
- To ensure good progress of all pupil groups by analysing termly tracking data, moderating assessments, reviewing pupil progress with teachers and working across the school to raise attainment
- To be responsible for effective transitions between year groups and Parkhill Junior School (Year 2)
- 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, including data analysis to the headteacher
- 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 assistants
- Induction, mentoring and supporting new teachers, teaching assistants and volunteers