

YEAR TEAM LEADER

Job Description

Job title:	Year Team Leader
Salary and grade:	Standard leadership scale in line with the current <i>School Teachers' Pay and Conditions</i> document TLR 2B
School:	Priestmead Primary
Line manager:	Assistant Headteacher
Supervisory responsibility:	A year team, performance development

Main purpose of the job

- To undertake all the professional duties of a class teacher at Priestmead Primary, linked to the terms and conditions specified in the School Teachers' Pay and Conditions Document, and under the reasonable direction of the Headteacher.
- Lead a Foundation Faculty

In addition the Year Team Leader will be expected to

- Inspire, excite and innovate approaches to learning & be a reflective and honest practitioner
- Model positivity, passion and show a commitment to going above and beyond for the Priestmead community and be committed to teamwork through valuing all team members
- Together with the Impact Team ensure a high standard of provision for pupils in Year Teams
- To line manage and performance manage staff through monitoring and assessment data
- Monitor and track continuity and progression of a foundation subject curriculum
- To consistently be an excellent classroom practitioner as a class-based leader
- To be responsible for the pastoral care of pupils in your team, dealing with incidents of behaviour and wellbeing of pupils including use of Pupil Voice and ensuring pupils have opportunities to take on responsibilities across the year group
- To lead on monitoring, coaching and leading an inspiring and relevant curriculum
- Actively participate in whole school self-evaluation and school improvement planning
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To deputise for the Assistant Headteacher in their absence
- To collaborate with the other Year Leaders on curriculum progression and impact

Priorities:

Your priorities will be:

- Targets detailed within your performance development review
- Whole school priorities detailed within the Priestmead School Improvement Plan and implementing their own termly action plans
- Development of new initiatives to help every Priestmead child learn

General Duties:

The education and welfare of a designated class and/or groups of pupils in accordance with the requirements and conditions of the *School Teachers' Pay and Conditions Document*, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the governing body. This aligns with the Teacher Standards which must be met and upheld.

Safeguarding is high priority and the Year Team Leader is expected to model excellent practice at all times, embedding the school's policies and procedures.

Professional Responsibilities:

The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the following professional duties:

Teaching, Learning, Leadership and Management Role at Priestmead Primary

The Year Team Leader works with the Assistant Headteacher to develop a highly effective Year team creating positive qualitative and quantitative outcomes for all children.

Our Priestmead Year Team Leaders will:

- Be a member of the Impact Team and attend team meetings as required
- Contribute to the vision and ethos of the school
- Lead a foundation subject across the school
- Liaise with colleagues to contribute, implement and evaluate the success of the P-SIP
- To be an effective role model for your team in terms of teaching, behaviour management and classroom management
- To ensure that the work of the team is inclusive and issues are addressed in curriculum and pastoral
- Line-manage and lead a team
- Lead, design and evaluate an inspiring, relevant curriculum collaboratively with the year team
- Monitor and review the curricular provision in your year group ensuring breadth and balance
- Review pupil progress through the analysis of data and use of information for planning
- Ensuring completion and transfer of records and implementation of all policies
- Differentiation and personalised targets for pupils
- Quality of learning and teaching with responsibility for improved pupil outcomes
- To ensure policies are translated into practice by the team
- To take assemblies as required
- To act as a mentor for new staff and visitors with the year group
- Liaise with colleagues to identify group and individual training needs
- Managing the transition of pupils to, from and within the year group
- To assist in the smooth running of the school at all times, including being responsible with the other year leaders for the school in the absence of the Leadership Team
- any other duties that the Headteacher may reasonably delegate from time to time.

Curriculum Responsibility at Priestmead Primary

The Year Team Leaders work together to create and maintain a culture and environment that promotes and secures good teaching, effective learning, and high standards of achievement, progress and good behaviour through an effective, exciting and relevant curriculum

Our Priestmead Year Team Leaders will:

- Have a general responsibility for the development of a school approach to your subject across the curriculum including ICT, Maths and English links and using metacognition
- Lead and develop your subject throughout the school
- Monitor, review and evaluate your subject to ensure that it is being effectively delivered
- Develop and maintain a whole school approach to your subject and its recording and assessment
- Provide the Headteacher and/or other relevant staff with relevant information for your subject
- Be accountable to the Headteacher for all delegated curriculum and management tasks
- Manage a budget through effective resourcing and ensuring value for money
- Develop other staff to coordinate the subject across the school, delegating as appropriate
- Collaborate with leaders to plan, coordinate and run activities and events that enhance the wider life and ethos of the school such as extra-curricular clubs, assemblies, supporting Parent Association events, charity fundraising, national events etc

Being in the Assessment Team at Priestmead Primary

As part of the Assessment Team, the Year Team Leaders work to develop the Assessment for Learning policy and practice in line with school improvement priorities.

Our Priestmead Year Team Leaders will:

- develop our whole school assessment techniques especially Assessment for Learning
- ensure that staff collate using the unified assessment recording system
- organise and lead staff training on assessment techniques
- assist year team teachers in assessment data analysis and hold them to account
- assist in identifying specific target groups within the school and overseeing the tracking
- collaborate with Assistant Headteacher in analysis of the end of year/key stage results
- assist the Headteacher in the annual statutory Maths and English target setting process
- assist staff in the identification of pupils requiring additional support and monitor the effectiveness
- analyse our summative data and, from the information gained, advise on necessary developments
- ensure, in our target setting and assessment processes and procedures, that we are an inclusive

Leading and managing staff at Priestmead Primary

Working with the Assistant Headteacher, lead, motivate, support, challenge and develop staff to secure improvement.

Our Priestmead Year Team Leaders will:

- act as a coach/mentor with the arrangements for the performance management
- model excellent practice and provide positive and constructive feedback to teams
- deal with underperformance promptly
- lead and participate in staff training and development opportunities
- keep abreast of current developments in your management and curriculum areas
- keep up to date with educational research to refine your own pedagogy of teaching and learning
- work positively and enthusiastically to ensure all staff you mentor/support, achieve
- ensure communication with all staff is clear, effective and enables successful team working
- create a positive and happy Year team, looking after their Wellbeing

Time:

- Full time teacher with PPA entitlement
- Breaktime duties
- Dedicated Year Leader time

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder

Date / /

Signature of Headteacher

Date / /

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Person Specification

All elements are essential

Candidates should effectively write to our person specification.

The supporting statement should be no more than two sides of A4 as a separate attachment.

Generic application letters/CVs will not be shortlisted.

Qualifications & Experience

1. With Qualified teacher status (or equivalent) have evidence of outstanding teaching experience within the Primary age range, for at least two years.
2. Training/mentoring/experience in middle leadership

Knowledge and skills

The ability to effectively:

1. demonstrate excellent skills and expertise to model high quality teaching and learning
2. understanding of the SEN Code of Practice for Special Educational Needs
3. the ability to develop thinking skills, creativity and excellence through the curriculum
4. understanding of health and safety, safeguarding children and child protection procedures
5. the ability to plan for teaching, learning and using assessment
6. the ability to lead a team, supporting, guiding and advising colleagues
7. the ability to communicate effectively, orally, in writing and using IT
8. a willingness to take responsibility for their own professional development

Personal Attributes

- Has integrity with the ability to be both discreet and calm in the challenges of a Leadership post. A team-player with emotional intelligence to bring the best out in children and adults
- A leader ready for more creative blue-sky-thinking, taking calculated risks to achieve aspirational targets