



Featherstone Primary School

Job Description Year Group Leader and Subject Leader

Salary

MPS/UPS + TLR2 (minimum = £2 667, maximum = £4 591)

Line of responsibility

The Year Group Leader is directly responsible to the AHT for their phase and the Deputy Headteacher with responsibility for Curriculum, Standards & Assessment.

Strategic purpose

- To lead a designated year group
- To lead a specified subject across the entire school

Core responsibilities

- S/he shall lead on developing consistency and improving teaching, learning, assessment and achievement within the designated year group
- S/he will provide support, coaching and mentoring to staff in the year group as required
- S/he shall ensure consistency in planning and assessments of work within the designated year group
- S/he will be responsible for the day-to-day line management of TAs/HLTAs/Nursery Nurses
- S/he will be responsible for ensuring effective communication and the smooth day-to-day running of the year group including rotas, timetable visits, volunteers, assemblies, duties
- S/he shall contribute to ensuring effective relationships with parents within the designated year group.
- S/he shall contribute to ensuring good behaviour and welfare is maintained
- S/he will liaise effectively with the AHT for the phase and the year group leaders that pupils are drawn from and move on to
- S/he shall lead on the teaching and learning and achievement in a designated subject across the school and provide training, support, coaching and mentoring to staff in this regard
- S/he shall keep abreast of developments and good practice impacting on the teaching of the subject s/he is leading on.

Conditions of employment



Featherstone Primary School

Job Description Year Group Leader and Subject Leader

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.