



St Christopher School

Nursery Year Group Leader Job Description

Issued: Nov 2017

We are seeking to appoint an outstanding, passionate and motivated Nursery Year Group Leader to lead our prestigious team of six nursery teachers and thirteen assistants from August 2018. The successful candidate will have drive, enthusiasm and be passionate about learning.

Minimum Candidate Requirements:

Experienced Foundation Stage (FS1/FS2) Teacher, with UK or equivalent teaching qualifications. Experience of teaching the English Early Years Foundation stage is essential. Experience of school Middle Leadership is highly desirable.

Start Dates: Arrival date in Bahrain Wednesday 22 August 2018

Location: Bahrain, Saar campus

Contract type: Full Time

Salary: Highly competitive, Tax-free

Purpose

The overarching purpose of the role of Nursery Year Group Leader is to be responsible for the efficient running, development and performance of the year group, supporting all members of the year group in their responsibilities, and directing, as appropriate, the work of those colleagues to ensure successful and effective teaching and learning.

Reporting

Each Year Group Leader is responsible for reporting to the Principal through the Head of School, and the Assistant Headteacher (SMT).

The main responsibilities and duties are outlined below. The list of responsibilities and duties is not exhaustive.

The Year Group Leader has the responsibility to:

1. Ensure the strategic direction and development of the Year Group within School
2. Ensure that the Year Group is taught effectively and efficiently and in accordance with School Policies
3. Monitor the personal, social and emotional progress and well-being of pupils within their Year Group
4. Ensure that all Areas of Study, taught within their Year Group, have been well planned
5. Ensure that pupils are assessed fairly and consistently
6. Work towards better communications between all sections of the School community
7. Monitor the progress of pupils within their Year Group
8. Act as an instructional leader and model



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9. Take responsibility for the development and performance of professional duties of staff in a team
10. Assist with whole-School development
11. Ensure that the Year Group environment and resources are of a high and increasing quality
12. Prepare, with consultation, curriculum development / action plans for each School year and to evaluate progress towards these
13. Accept a measure of pastoral responsibility for staff in their team
14. Ensure that the Year Group sets homework as detailed in the School Policy
15. Ensure that work is set for classes affected by the absence of a teacher
16. Ensure that reports and communications to parents are of high and increasing quality
17. Liaise with other parts of the school
18. Administer Rewards and Sanctions

St Christopher's School is committed to safeguarding and promoting the welfare of children and young people in our care. We follow safe recruitment practices and appointments are subject to vetting including reference checks, identity and criminal record checks. Further details can be found in our [Safeguarding Children and Safer Working Practice Policy](#).