

LOWER SCHOOL YEAR GROUP LEADER JOB DESCRIPTION

Reception or Nursery Deployment to be confirmed

Job Title:	Lower School Year Group Leader RA3
Line Manager:	Head of Lower School

Purpose of Job

To promote the highest standards of teaching and learning within a year group/To be accountable for standards in a given year group. **(In this case, the initial deployment will be either Nursery or Reception)**

Duties and Responsibilities

Leading and developing a small team:

- Leading and managing a team of colleagues (e.g. teachers, TAs and CCAs)
- Leading year group meetings, taking part in Year Leader meetings with Head of Phase/Head of School
- Encouraging and developing effective working relationships with colleagues to enhance student learning
- Appraising colleagues' performance and where appropriate setting targets for their professional development
- Observing colleagues at work to support their development
- Advising and supporting year group colleagues on classroom management and other systems, procedures etc

Leading Teaching and Learning:

- Acting as a role model in planning for and delivery of, and evaluation of own teaching in the same year group
- Leading planning across all non-specialist areas in the year group and supporting colleagues with planning
- Ensuring that the learning environment/provision across the year group classes and shared spaces meets school expectations and enhances students' learning
- Monitoring students' learning across year group and taking action to ensure all classes make good progress

Communication:

- Ensuring that colleagues complete tasks such as tracking, reports, planning to given deadlines
- Updating colleagues on key issues and upcoming events
- Dealing with routine day to day issues across year group e.g. minor behaviour concerns, parent queries, events, calendar etc

Other Responsibilities

Any additional duties that the Head Master deems necessary for the effective operation of the school

Requirements

- Full UK teaching qualification and experience (or equivalent)
- Experience or involvement in successful staff training
- An outstanding practitioner with proven impact
- Team player who is able to coach and mentor others with demonstrable impact
- Up-to-date knowledge of strategies and initiatives regarding teaching and learning
- Successful experience of managing a curriculum area (preferred)
- The ability to maintain an attractive, purposeful learning environment which is relevant to children's needs
- Good ICT skills and experience of using ICT effectively to support teaching and learning
- Ability to monitor the work of others and provide effective and credible feedback leading to improvement
- Ability to communicate effectively both verbally and in writing to a wide range of audiences
- Excellent understanding of teaching and learning in reading, writing and number
- Ability to organise oneself, prioritise and meet deadlines
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Respect for all members of school community, irrespective of position, gender, age, ethnic background etc

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.