

Job Description Year Group Leader

Reports to	Senior Leadership Team
Job Grade	Main pay range plus a TLR2b
Hours	Standard directed time.
Line Management Duties	Up to four staff members including teaching and support staff.
Overall Responsibility	<p>The Year Group Leader is responsible to the senior leadership team (SLT) for the day-to-day operation and management of the year group.</p> <p>A member of the middle management team, the Year Group Leader is responsible for maintaining excellent practice and providing care and guidance to pupils and staff across the year group. There is a Pastoral Care Manager and Welfare Team who provide support to Year Group Leaders.</p> <p>You will support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.</p>
Management Time and PPA time	10% PPA plus an additional 10% management time.
General Conduct	<ul style="list-style-type: none"> a) Ensure the promotion of equal opportunities and British values in all aspects of school life. b) Act as an ambassador for the school and positively engage with the wider school community and other TEFAT colleagues. c) Be a visible presence around the school in order to provide encouragement and support for staff and pupils and a point of contact for parents. d) Challenge poor performance in any area of the school's activity. e) Observe all Health and Safety rules and guidance and take all reasonable care to promote the Health and Safety at work of yourself, other staff and pupils. f) Collaborate, co-operate and support the roles of colleagues in achieving the school priorities and targets, and monitor the progress towards meeting them. g) Take responsibility for the welfare and safeguarding of children and young people. h) Value the strengths of team members; delegate tasks to maximise these strengths and provide opportunities for development and succession planning. i) This job description has regard to the teaching standards: teachers should be familiar with this document.
Collaboration with Middle Leaders and the Senior Leadership Team (SLT)	<ul style="list-style-type: none"> a) Work with the SLT, including the Head of Inclusion, to ensure the best use of resources and greatest impact from interventions. b) Work under the direction of the SLT and curriculum leaders to ensure that standards, achievement, actions and developments are monitored to raise the levels of achievement of pupils and staff. c) Take part in regular meetings with other members of the middle leadership team and assist with the distribution of workload across the team.

	d) Attend SLT meetings as required.
Operation of the Year Group – Appropriate tasks can be delegated to other members of the year group, for example, organisation of school trips, but must be overseen by Year Group Leaders	<ul style="list-style-type: none"> a) Monitor teaching and learning, planning, pupils' work, progress and behaviour under the direction/guidance of the SLT in order to raise standards and ensure consistency across the year group. Understand data linked to the year group; know the strengths and areas for development including underperforming groups and achievement of pupil premium pupils. b) Oversee and support, through modelling, the planning of all areas of the curriculum across the year group to ensure National Curriculum expectations are met. c) Ensure that regular PPA meetings are held. d) Ensure fair distribution of planning responsibilities each half term, taking into account the additional responsibilities and experience of team members. e) Oversee pupil assessment, once systems have been implemented by the SLT. f) Organise and lead internal moderation activities within the year group. g) Respond to external advisors' reports or self-evaluation feedback, taking action where necessary to drive improvement. h) Manage timetables within the year group, ensuring: <ul style="list-style-type: none"> o the productive deployment of LSAs across the year group; o that curriculum coverage expectations are met; and o appropriate cover arrangements are made in the absence of the class teacher or LSA. i) Manage year group events, including school trips, and ensure any relevant risk assessments are completed in a timely manner by teachers. j) Ensure pupils' end of year reports are consistent across the year group. k) Oversee the transition of pupils under the guidance of the SLT. l) Ensure the appropriate induction of pupils into the year group. m) Support staff with behaviour management: evaluate when to intervene and when to advise staff to escalate concerns in accordance with school policy. (Behaviour has consistently been judged 'outstanding' during Ofsted Inspections in 2007 and 2012.)
Communication: Internal and External	<ul style="list-style-type: none"> a) Act as a central point of communication for colleagues wishing to convey information to the year group and disseminate this information appropriately. b) Consult with members of the year group on any changes within school that may impact on the team. c) Plan and communicate diary dates for the year group, at least a term in advance, taking into consideration the workload of colleagues. (A member of the operations/administration team manages the school diary.) d) Build effective working relationships with parents in the year group: communicate the role and be a visible presence in assemblies and on the playground. e) Produce and publish year group Curriculum Overviews. (These are in place but need minor adaptations each term, before they are sent to parents.) f) Prepare / oversee communication to parents in the year group. g) Generate a culture of professional dialogue, learn from external agencies and other TEFAT schools and allow the year group to be challenged by these groups. h) Share good practice within the school community and other external working groups.
Performance Management / Line Management	<ul style="list-style-type: none"> a) Act as team leader for performance management purposes in accordance with the school Staff Appraisal Policy. b) Undertake lesson observations and book scrutiny (both under the guidance of the SLT). c) Identify CPD requirements for teachers and LSAs in the year group. Evaluate the benefits of CPD activities and cascade as appropriate. d) Manage sickness absence, in liaison with the Office Manager/ with support from the SLT, for teachers and support staff in the team. e) Support and supervise supply teachers in the year group to ensure continuity of provision.

	<ul style="list-style-type: none"> f) Support the induction of new staff in the year group, acting as a contact point for early liaison and signposting the individual to relevant colleagues to ensure a full induction is successfully delivered. g) Ensure that all staff in the year group understand the curriculum and school policies and follow them accordingly.
Self-Evaluation	<ul style="list-style-type: none"> a) Assist with school self-evaluation under the direction/guidance of the SLT. b) Be prepared to model aspects of the curriculum, overseen by the SLT. c) Provide the SLT with feedback to enable them to evaluate effectively. d) Accept and welcome feedback on performance and take action to improve.
Any other related duties commensurate with the general level of the post.	