

Job Description Year Leader - Primary 2025/26

Position	Year Leader	Department	Primary
Starting Date	August 2025	Line Manager	Deputy Head of Primary
Line Management Responsibilities		Supporting Head of Primary and Deputies in line managing Primary staff.	

We are seeking a dedicated and enthusiastic Year Leader to join our team. The Year Leader will play a crucial role in supporting the academic, social and personal development of students within their assigned year group. They will work closely with teachers, parents and other staff members to ensure a nurturing and supportive environment for students to thrive.

Leadership skills

- Work in partnership with the leadership team to devise, implement, assess, monitor and evaluate the curriculum provision
- Provide pastoral care and support students within the assigned year group
- Show a high level of commitment and professionalism, challenging areas of poor performance within the designated year group
- Monitor and track the academic progress, attendance and behaviour of students
- Scrutinise year group planning, setting high expectations of accessibility and challenge
- Organise and lead year group assemblies, events and activities, promoting a sense of community
- Be pro-active in the day-to-day management of the assigned year group
- Attend leadership team meetings when required and communicate to the assigned year group
- Proofread termly reports
- Be responsible for the welfare and safeguarding of the pupils
- To lead by example in all areas of teaching and learning and pastoral care
- To support staff in developing positive parental partnership
- Promote health and safety and wellbeing at work for yourself, your team and pupils.

Teaching and learning

- Show high standards of classroom practice
- Provide a stimulating and challenging learning environment
- Ability to plan, assess and evaluate to a high standard
- Set high expectations of pupil achievement and behaviour.

School Values and Mission

- Engage with the wider school community
- Support the vision, mission and ethos of the school
- Promote the school values of Scholarship, Courage, Inclusivity, Integrity, Respect and Collaboration
- Contribute to the development of pastoral care within the school, guided by the school's mission of nurturing the holistic development of every student.

Year Leader – Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Bachelor's degree with QTS• Excellent English/ Mathematics skills	<ul style="list-style-type: none">• Master's qualification• National Professional Qualification in Middle Leadership
Experience and Skills	<ul style="list-style-type: none">• At least two years teaching experience• An outstanding classroom practitioner• Capacity to motivate and lead a team of colleagues• Ability to remain calm in difficult situations• A proven track record of raising attainment• Ability to relate to children and their needs, whilst being firm and fair• Able to demonstrate high standards and expectations	<ul style="list-style-type: none">• Experience related to the post• Successful experience in improving the quality of teaching and learning• Experience of leading in-service training• Able to understand and interpret year group data
Knowledge and understanding	<ul style="list-style-type: none">• Secure knowledge of the National Curriculum• Good knowledge of effective strategies for gaining and maintaining high standards of behaviour• Understanding of what makes an outstanding lesson and how to model this to staff	

	<ul style="list-style-type: none">• Up-to-date understanding of child protection and safeguarding procedures	
Personal qualities and attributes	<ul style="list-style-type: none">• Ongoing commitment to continuous professional development• Strong interpersonal and communication skills• Strong organisation and time management skills with the ability to prioritise tasks effectively• Ability to meet deadlines and work well under pressure	