



**The British
International School
Kuala Lumpur**

World Class Education

No. 1, Changkat Bukit Utama, Bandar Utama,
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Primary Year Leader Job Description

(Reporting to: Head of Primary / Primary Leadership Team)

Job purpose:

To support and lead your teaching team to ensure a consistent approach to teaching and learning and high levels of pupil progress across the year group.

You are required to carry out the duties of a class teacher as set out in the School Teachers' job description and contract.

Pupil Progress

- Model high standards of teaching and learning, and expect those same high standards across the year team;
- Support Pupil Progress Meetings each term;
- Assist with reviews of planning, children's work and their progress;
- Liaise with specialists, EAL, G+T staff etc. to ensure year group pupils' needs are fully met.

Leadership

- Lead and support staff within the same year group to achieve a consistent approach to school policies (e.g., assessment and standards, pupil progress, planning, display);
- Assist with the induction and settling in of new staff in the year group;
- Lead and minute year team meetings;
- Support the Continued Professional Development of class teachers and assistant teachers in the year group (including the year team teachers' professional targets);
- Be responsible for the appraisal of identified staff.
- Contribute to the development, monitoring and review of the School Development Plan.

Pastoral Care

- Welcome families into the year group and support their induction into/out of BSKL; seek opportunities to become familiar with all year group students and their families as well as possible;
- Actively promote our pastoral and positive behaviour systems within the year group;
- Oversee opportunities for the personal development of the children in your year group.

- Be proactive in identifying vulnerable children; taking steps to prevent bullying and supporting victims of bullying.

Other Duties and Responsibilities

- Arrange and promote trips, activities and parent events within the year group.
- Ensure good communication links with the school community (e.g., parents are informed about the year group trips, activities and special events; the year group has a high profile within the community (via newsletter, website and school calendar);
- Set a very good example in terms of dress, positive attitude, punctuality and attendance.
- To play a full part in the life of the school community.