

BRITISH EDUCATION INC.

Operating under the name and style of The British School Manila

JOB DESCRIPTION

Position Title: Year Group Leader

Responsible to: Head of School, Head of Primary School, Deputy Head

Job Purpose

As a member of the middle leadership team, the Year Group Leader will lead their year group with a focus on student learning and well-being, in line with the school's purpose and direction. The role includes strategic leadership, fostering team collaboration, and ensuring the highest standards of teaching and learning.

Key Responsibilities

In addition to all the expectations of a class teacher, the Year Group Leader will:

1. Leadership and Strategy:

- Model and promote the school's vision and mission, translating these into actionable plans.
- Lead and empower your team to continuously improve teaching and learning outcomes.
- Foster an inclusive and supportive culture, ensuring equal opportunities for all students.
- Foster positive relationships with parents and carers through clear communication and information sharing.
- Play an active part in recruitment for the team when needed.
- Ensure the Year Group Development plan is cohesive and takes into consideration developments within curriculum, teaching and learning and staff.
- Use the Guiding Principles of teaching and learning and play to guide developments, practise and provision.
- Report attendance and punctuality issues of staff to HR and the PLT when needed.

2. Global Citizenship Integration:

- Lead your year group in embedding the Global Citizenship curriculum, encouraging students to engage with global issues and take responsibility for their role in the world.
- Ensure as much as possible that you consider DEIB aspects of learning within all curriculum areas.

3. Monitoring and Assessment:

- Oversee the monitoring of student progress within the year group, ensuring consistency in teaching and learning.
- Lead the moderation of assessments, ensuring high standards of practice and data-driven improvements.
- Be responsible for the assessments of incoming students as part of the admissions process.

4. Pastoral Care and Well-Being:

- Support the emotional and social well-being of students within the year group.
- Foster positive relationships with parents, communicating effectively and addressing concerns as they arise.
- Support the emotional and social well-being of staff; seeking support from line managers in doing this and alerting them to any issues or concerns when necessary.

5. Team Development:

- Lead the professional development and performance management of the teachers in your year group.
- Oversee the Professional Development of all members of your team; supporting those team members who are responsible for performance management of others.
- Create opportunities for collaborative planning and reflection, ensuring consistency in practice.
- Organise informal events to build team dynamics.
- Be aware of the personalities and strengths of team members.

6. Resource and Event Management:

- Manage the year group's budget and ensure resources are effectively allocated.
- Plan and oversee year group events, such as trips, exhibitions assemblies and special days, ensuring alignment with the curriculum.