**Job Description**

**Year Group Leader**

# Main purpose

As year group leader, you will be responsible for providing leadership and management of the year group curriculum, delivering high-quality teaching and effective use of resources. You will work to improve learning standards and achievement for all pupils, while also carrying out the duties of a classroom teacher.

You will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the year group. You will line manage staff in your year group and offer guidance and support to teaching and support staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

You will also have coordinator responsibility for an area of the curriculum.

# Duties and responsibilities

Strategic development

* Contribute to strategic decision making, working with school leadership to share expertise and insight, and help shape the school’s vision
* Set high expectations for all pupils in year group, and inspire and motivate staff and pupils to reach and maintain high standards
* Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in learning
* Provide guidance and support to staff within the year group, working in partnership with parents and the community, keeping them informed and involved in pupils’ learning

Teaching and learning

* Demonstrate an understanding of current systems for recording pupil progress within the year group
* Oversee the curriculum and its delivery, and measure impact on teaching and learning
* Work with other teachers to review the curriculum and ensure there is continuity and progress
* Implement pupil behaviour policy to maintain high behaviour expectations across the year group

Leading and managing staff

* Develop the curriculum to support school priorities and learners needs
* Monitor the quality of teaching and learning within the year group (e.g. through observations, pupil voice performance data, etc.)
* Performance Manage and appraise year group staff
* Induct new to the year group or school staff to ensure they uphold expected values and teaching standards

General duties

* Develop own professional knowledge and skills, aligning with school’s inclusive ethos and current strategic needs
* Attend meetings according to school policy, and lead where required
* Lead key stage assemblies
* Prepare and deliver reports, and lead meetings for relevant groups (governors, parents, etc)
* Manage and monitor budgets within your area

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description may be amended at any time in consultation with the post holder.