



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Year Leader</b>
<b>REPORTS TO:</b>	Assigned member of the Senior Leadership Team
<b>DEPARTMENT:</b>	Education
<b>SCHOOL:</b>	Balfour Primary School

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### PURPOSE OF JOB

To lead a mutually supportive, effective team that sees it's important role within the school and wider community. In addition to being an exemplary classroom practitioner the post holder will:

### PRINCIPAL ACCOUNTABILITIES

1. Provide leadership to an assigned year team, provide support, and hold team members to account within the year group.
2. Regularly monitor the quality of teaching, learning and assessment.
3. Ensure termly assessments follow school protocols including, administration, data drops, moderation and question level analysis.
4. Understand the data for each class in your year and the common themes across the year group, in order to ensure appropriate support and interventions are put in place, adults are effectively deployed, planning is adapted appropriately and all children make progress.
5. Have a clear overview of year group planning (long, medium and short term) and where this fits in the learning journey across the school.
6. Undertake line management and appraisal of staff in year group when required.
7. Ensure communication is effective across the team and with parents and build positive professional working relationships.
8. When applicable, ensure arrangements for phonics screening check, multiplication check or KS2 SATS are managed effectively, within timescales and that all relevant staff are aware of their roles and responsibilities.

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9. Write and implement an annual action plan to support your cohort and the School Improvement Plan.
10. Compose reports when requested by the Headteacher.
11. Attend weekly Senior Management Team.
12. Feedback to senior leadership appropriate information or concerns.
13. Ensure smooth transition between year groups / phases and when pupils transfer to secondary schools.
14. Oversee trips / visits / visitors etc. and undertake risk assessments as required.
15. Oversee any behavioural issues that may occur within the year group in line with the School Behaviour Policy.
16. Lead assemblies when required.
17. Ensure agreed policy is exemplified in your class and that good teaching and learning is modelled.
18. Uphold and champion the school's Vision and Values.
19. Ensure PPA time is used effectively.

## GENERAL

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. **This must be read in addition to the Teacher Job Description & Person Specification.**

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

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## PERSON SPECIFICATION

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### You will have experience of:

- Teaching across the primary phase
- Forming positive relationships with staff, families and children
- Liaising with other phase groups and managing transfers and transitions
- Supporting others to improve their practice
- Planning and developing an effective and exciting curriculum
- Writing action plans and evaluating their impact / effectiveness
- Successful subject leadership.
- Arranging school visits / trips and undertaking risk assessments as needed
- Managing difficult behaviour and supporting other staff to develop the skills needed to ensure good behaviour at all times
- Using evidence outcomes to bring about change
- Leading CPD / training and a commitment to lifelong learning
- Commitment to child protection / safeguarding
- Ability to manage and organise classes to create an outstanding learning environment
- Excellent understanding of data and ability to evaluate data to raise standards for all children
- Knowledge of how to assess children's attainment and use this in planning
- High expectations of achievement, behaviour and citizenship for all children and evidence of success in these areas

### And detailed knowledge of:

- The National Curriculum for all Primary Key Stages
- What constitutes good and outstanding teaching and learning

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**And you can demonstrate the ability to:**

- Monitor the quality of teaching and learning and use the outcomes to plan actions aimed at bringing about further improvements
- Be creative in your approach to teaching and learning
- Communicate clearly and effectively and have excellent interpersonal skills
- Build productive, positive teams
- Work within tight timescales
- Challenge staff, where necessary

**And you will be:**

- Efficient and well organised
- Ambitious for all children and staff
- An effective and productive team member
- Positive and solution focused bringing energy and ideas for learning to the team
- Committed to building on the vision of the school through strategic thinking, planning and prioritisation

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