



Job Description

YEAR GROUP LEAD

Responsible To:

The Senior Leadership Team and Head Teacher

OUTLINE OF THE YEAR LEAD ROLE

- Work to support the aims and ethos of the school and hold the highest professional standards themselves
- Understand and support the drive to become an 'Excellent' School in all areas
- A Year Leader will oversee an allocated number of classes, arranged by pupil age
- They will teach within the age range they are in charge of
- They will be a member of the Leadership team within the school and responsible to the Senior Leadership Team
- They will help self-evaluate the school against OFSTED criteria and in response contribute to shape school policy and support the development of Tudor Court
- Support staff and students through mentoring and performance management.
- Monitor pupil progress and report assessments to SLT

Within the Year Group they will:

- Have responsibility for the efficient leadership and management for the Year
- Demonstrate **consistently** high standards of teaching and be able to show they meet all 'Teacher Standards' as required.
- Liaise effectively with other Leadership team members to promote our drive to become 'Excellent'.
- Self-evaluate against OFSTED criteria, liaise with the SLT and governors and oversee necessary actions in response to this
- Be an effective team leader, able to positively motivate others and sensitively support other staff when needed
- Both deliver and undertake professional development within and outside of Tudor Court
- Help in the development of staff within their Year and be responsible for areas of professional development within their Year
- Monitor teaching and learning and make suggestions for improvement where possible
- Support staff and students through mentoring and performance management.
- Carry out staff Appraisal as needed
- Monitor and report on pupil outcomes to the SLT
- Understand the target setting process and liaise with SLT in whole school analysis of pupil progress in relation to individual, group and cohort targets
- Hold an allocated budget for their area and will be accountable for this – using the finances to support the curriculum in their Year.
- Attend Governor's meetings to report on standards and school development
- Show a good standard in their own teaching and learning
- Be committed to a fully inclusive school
- Work to promote the school effectively with parents and the wider community
- Have an understanding of the legal requirements of a school around issues of health and safety, employment law and finance regulations.

PROFESSIONAL REQUIREMENTS

A Year Lead should:

- Efficiently manage and lead their area of responsibility within the available constraints of time and finance
- Be able to self-evaluate their areas of strengths and development priorities according to 'Ofsted' criteria
- Prioritise their area's needs within the School 'Single' Plan according to National and whole School priorities
- Show leadership skills and professional competence
- Have an ability to solve problems and make decisions
- Be able to communicate clearly, understand other's views and plan time effectively
- Support other staff to enable them to become outstanding practitioners.

Year Leads should show a knowledge and understanding of:

- School self-evaluation
- The school's aims, priorities, targets and action plan
- Any statutory curriculum requirements for subjects they are responsible for and the requirements for assessment, recording and reporting of pupil's attainment and progress
- The characteristics of quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils
- How evidence from relevant research, inspection evidence and local, national and international standards can be used to inform expectations, targets and teaching approaches
- How to use comparative data, together with information about pupils' prior attainment, to establish benchmarks and set targets for improvement.
- How to develop pupil's literacy, numeracy and ICT skills through their area of responsibility
- How an area can promote spiritual, moral, social, cultural, emotional and physical development
- Management, including employment law and equal opportunities legislation, personnel, external relations, finance and change
- How teaching can help prepare pupils for the opportunities, responsibilities and experiences of future life
- The current use and future potential of ICT to aid their areas of responsibility and assist with their own management of that area
- The role of school governance and how it supports the work of the school
- The implications of information and guidance documents from the DfE, LA, etc.
- The implications of the Code of Practice for Special Educational Needs, EYFS etc. for teaching and learning within our school.
- Health and Safety requirements, including where to obtain information and advice.