



**Job Description
TLR2c (Key Stage 1 & 2 Year Group Leader)**

Job Purpose

- To teach pupils within the school.
- To be responsible for quality assurance throughout the school with regard to designated area(s) of responsibility.
- To monitor the implementation of policies, guidelines and planning in conjunction with the Headteacher and senior leadership team.
- To undertake a leadership role within the school as a year group leader.
- To have class responsibility for a class of children.
- To carry out other associated duties which are reasonably assigned by the Headteacher.

Year Group Leader Duties

1. To lead a year group with regard to planning, delivery, assessment and organisational detail including the management of support staff.
2. Leading planning, evaluation and moderation meetings to ensure consistency of approach and equality of opportunity for all.
3. Supporting staff across the year group, or wider school, by modelling good planning, classroom practice, record keeping and profiling procedures.
4. To monitor the quality of teaching and learning across the year group, or wider school in conjunction with the senior leadership team.
5. To work in conjunction with the leadership team to ensure high quality teaching and learning.
6. To act as a mentor for new teachers and support in the induction of new staff particularly in the designated year group.
7. To collect and support the leadership team in the analysis of assessment data for the designated year group.
8. To promote parent/ carers or students working in the year group.
9. To support and lead in the personal wellbeing and behaviour within the year group and across the wider school

Duties include :

1. To be responsible for the ordering of resources according to the needs of the school and the organisation of all books and equipment for designated area of responsibility. This includes responsibility for the requisition of resources for the classroom related to these areas.
2. Keeping abreast of current thinking and developments by reading and attending courses.
3. Dissemination to all staff ideas, information and materials where required.
4. To prepare relevant Curriculum Policy Documents, Long term/Medium term planning and appropriate associated staff Inset.
5. Closely monitoring classroom practice and the quality of teaching and learning using a range of appropriate strategies for designated area in conjunction with the leadership team.
6. Planning and leading appropriate Inset.
7. Leading developments within the school to ensure that all children receive their full entitlement and that measures to ensure quality education, continuity and progression are in place, embedded and followed.
8. To work closely and collaboratively with other postholders to ensure a cohesive curriculum framework and approach.
9. To analyse assessment data to inform whole school planning and priorities.
10. To prepare when necessary information/ discussion documents for governors, staff and parent meeting in relation to the designated area or subject.

Leadership

1. To be an active member of the leadership team, attending such meetings as are necessary.
2. To attend and contribute to all wider school, community events
3. To play an active role in the formulation and implementation of the School Development Plan in relation to given areas of responsibility.
4. To act as a team leader with the Performance Management process.
5. To lead assemblies where appropriate.
6. To be an active and positive line manager for all staff working in your year group.
7. To develop and maintain communication with parents with regard to the year group or areas or subject of responsibility.

Teaching Duties include:

The professional duties of a teacher shall include: -

1. To be responsible to the Head Teacher for teaching duties and responsibilities and for teaching tasks.
2. To teach, according to their educational needs the children of an allocated class, groups or groups according to the internal organisation of the school.
3. To oversee the use and storage of books and other teaching materials and resources provided for class use and to monitor them being aware of equal opportunities issues.
4. To actively promote the school Behaviour policy and ethos.
5. To attend and contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
6. To monitor and report to parents on the progress of children in their allocated class.
7. To assess children's achievements and progress in accordance with arrangements agreed within the school.
8. To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
9. To carry out particular duties which the Headteacher may reasonably direct.