

Priory School
Job Description: Year Leader

Responsible to: Deputy Head Teacher

Line Management: Class Teachers in Year Group

Main purpose of the job: Year Leader

The fundamental task of the Year Leader is to lead and manage the staff and pupils in their Year Group to ensure that teaching and learning is consistently good and pupils make at least expected progress in line with their starting points and support the school in securing effective education for all pupils

Responsibilities. The post holder will effectively:

- Carry out the duties of this post in line with the remit outlined in the *School Teachers' Pay and Conditions Document* in force from time to time
- Promote the effective safeguarding and welfare of children and young people within the school at all times and demonstrate vigilance in respect of the same
- Under the overall leadership of the Head teacher, have and promote a clear understanding of the vision, aims, and ethos of the School, and an awareness of its role within the community
- Promote the School's Mission and Vision Statements and adhere to the Priory Values
- Be aware of relevant legislative and regulatory changes as they occur that affect that their post
- Lead meetings with pupils and families where necessary
- In partnership with the Head teacher and SLT be part of and where necessary, lead assemblies and celebratory, fundraising and PR events, as required. These may at times, be outside of the school day/week/term.
- In partnership with the Head teacher and SLT manage school resources effectively
- Promote and protect the health, safety, and welfare of all pupils and staff
- Develop and maintain effective contact with all specialist support services as appropriate
- Undertake any other duties and responsibilities commensurate with the grade of the post as required by the Head teacher
- Concerns regarding breach of duty, bribery, whistleblowing or any other unethical or unlawful practice by any person to be brought to Head Teacher's attention without delay.

Learning, Teaching and Achievement

To support SLT in monitoring the quality of teaching and learning and pupil progress in the relevant Year Group by setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. To support the SLT for embedding a successful learning culture that will enable pupils to become effective, enthusiastic, independent learners and attain their expected levels of progress.

Actions

- To ensure a consistent and continuous focus on pupils' achievement, making effective use of relevant data and benchmarks.
- To analyse data in order to inform planning, teaching and intervention in order to ensure all children make at least expected progress.
- To effectively monitor progress in every child's learning and follow up on any resultant outcomes as necessary.
- To prepare for, and lead regular pupil progress meetings with the year group and SLT
- To ensure that learning and pupil progress is at the centre of the Year Group strategic planning
- To implement effective strategies which secure high standards of pupil behaviour and attendance.
- To implement the Year Group curriculum and liaise with DHT responsible for Curriculum if there are any changes or amendments needed.
- To challenge underperformance at all levels and ensure effective corrective action and follow up ensues.

Developing Self and Working with Others

To recognise that effective relationships and communication are important in work with and through others. Effective middle leaders manage themselves and their professional relationships well. Leadership is about building a professional learning community, which enables others to achieve. Through effective performance management and effective continuing professional development practice, the Year Leader will support their team to achieve high standards.

Actions

- To treat all individuals fairly, equitably and with dignity and respect.
- To create and maintain a positive school culture.
- To effectively implement the School's strategies and procedures in respect of staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a culture of high expectation for self and for others and take appropriate action when performance is unsatisfactory in line with school policy.
- To regularly review own practice, set personal targets and take responsibility for own personal development.
- To manage own workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

To provide effective organisation and management of the Year Group

Actions

- To ensure that the organisation of the Year Group reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- To produce and implement clear, evidence-based action plan
- To liaise with the other Year Leaders to ensure effective transition between year groups
- To manage the Year Group's budget plan and allocation in line with the school's Financial Handbook, specifically adhering to the principles of Best Value and the procedures for ordering and authorizing invoices within the delegated limits.
- To implement successful effective performance management processes with staff (teaching staff where appropriate and all TAs) in line with school policy.
- To manage and organise the classroom environments efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Be responsible for ensuring assessments are done in accordance with school policy.
- Be responsible for the efficient and effective day to day organisation of the Year Group.
- Liaise with the appropriate staff member to organise cover of classes in the case of absence.
- Be responsible for the organisation of other adults in the year group including involvement in planning, direction in the classroom and individual work with children.
- Be responsible for the organisation of performances and educational visits within the Year Group.
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

Securing Accountability

To ensure values are at the heart of leadership, with responsibility to the whole school community. The Year Leader is accountable to a wide range of groups, particularly pupils, parents, carers and Governors. They are accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within their year group and the whole school community.

Actions

- To contribute to a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To support the governing body and SLT (providing information, objective advice and support) to enable it to meet its responsibilities.
- To reflect on personal contribution to school achievements and take account of feedback from others.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education* and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the School.

You are also required to know and comply with the DfE document 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries in professional relationships with children at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Vaping / Intoxicants Policy

No smoking, vaping or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking, vaping or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking, vaping of any product and / or the consumption of alcohol are strictly forbidden.

Employee's Signature		Date	
Line Manager's Signature		Date	