



Holmesdale Community Infant School
Job Profile for KS1 Year Group Leader

Purpose of the Post

- To act as 'year group leader' with day to day responsibilities for the quality and consistency of provision, standards and achievement in the year group and for making sure that the teaching and learning priorities of the school development plan are reflected in the work of the year group staff.
- To have a key role in pastoral welfare and curriculum co-ordination within the year group, and to be the key figure to whom teachers should relate when discussing matters of a pastoral, disciplinary or organisational nature.
- To be responsible for leading other staff in a team. To carry out associated duties as are reasonably assigned by the Head teacher.

Employment Duties

This job description is to be performed in accordance with the provisions of the Greensand Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.

To whom responsible: Head teacher and Deputy Head teacher

- 1. To create a team ethos within the year group, where individuals feel valued and challenged to do their best (adult and child).**
- 2. To ensure that consistent, inclusive and differentiated long term, medium term, short term and, where appropriate, individual pupil planning is carried out across the year group to create inspirational learning opportunities.**

Key Tasks

- To lead by example in ensuring that all aspects of planning are in place in order to deliver lessons appropriate to the needs and abilities of pupils in each class in the year group, to include those with additional needs eg. pupils with special needs, EAL and those on the Gifted and Talented register.
 - To ensure that year group teachers share planning to maximise expertise and consistency of provision for all children in the specified classes.
 - To liaise with the Senior Leadership Team to ensure that support staff in the year group are deployed effectively to help raise standards and that relevant information, including curriculum plans, is regularly provided.
 - To ensure that supply staff covering for absence are provided with sufficient support to enable lessons to be taught to the highest possible standard.
- 3. To monitor the quality and consistency of provision in the year group. To ensure that target setting, the analysis of targets and their review is carried out in the year group.**

Key Tasks

- To be responsible for undertaking monitoring activities at regular intervals ie talking to pupils, undertaking work scrutiny, lesson observations etc. and feeding back to staff/leadership team with a written review/evaluation.
 - To ensure that teachers set relevant targets for children and that staff understand the expectations of the performance of the year group in contributing to year group/whole school targets.
- 4. To liaise with the Head teacher and be responsible for all aspects of assessment in the year group. To be accountable for the standards of achievement and**



progress of pupils within your year group and across the school for your subject.

Key Tasks

- To ensure, in accordance with school policy, that formative and summative assessments of pupils' progress/performance take place and that outcomes are used to inform planning/target setting.
- To ensure that assessments are marked and moderated
- To understand the year group data; making evaluations; implementing new strategies where needed and measuring the impact.

5. To oversee the support staff working in the year group.

Key Tasks

- To liaise with the Senior Leadership Team to ensure that the day to day duties of support staff are clear and that appropriate arrangements are made when there is a change to the normal timetable.
- To implement appropriate interventions and monitor their effectiveness.

Management, Organisation and Administration

1. To liaise closely through attendance at regular meetings with the Senior Leadership team and other staff in order to promote clear lines of communication and be involved in the strategic planning, the Self Review process and School Development planning.
2. To be a visible presence around the school in order to provide encouragement and support for staff and pupils.
3. To act as an Appraisal Lead in the procedures across the school, taking responsibility for a small number of staff.
4. To liaise with subject co-ordinators over the planning of work for pupils.

Pastoral

1. To ensure that every effort is made to develop and maintain good relationships with staff, parents/carers and other members of the community and that their views are taken into account when developing action plans.
2. To encourage parental interest and participation in their children's education through parents' evenings, open events and correspondence.
3. Be accountable for the behaviour of pupils across the year group and deal with pastoral matters, including emotional well-being and general discipline within the year group, referring where necessary to the Senior Leadership Team.

Curriculum

1. To lead by example in having high expectations of the progress that children are capable of and providing an outstanding model as a teacher for pupils, parents and staff throughout the school, encouraging other staff to adopt a similarly positive approach.
2. To encourage quality display in year group classrooms and ensure resources are used effectively to provide a stimulating learning environment.

Professional Standards

1. Treating pupils and adults with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
2. Having regard for the need to safeguard pupils in accordance with statutory provisions.
3. Showing tolerance and respect for the rights of others.
4. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with difference faiths and beliefs.
5. Teachers must have proper professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.