

## Year Group Leader Role Description

Leadership (strategic)
<b>‘Walk the talk’</b> and uphold the school’s ethos and vision
Support in <b>communicating the school’s vision</b> and ethos to staff members, parents/carers and visitors to the school
Be a <b>positive</b> and <b>enthusiastic</b> member of staff with ambition for the school
Work with the SLT to <b>action aspects of school improvement</b>
Use a range of <b>monitoring strategies to identify strengths of the year group and areas for improvement</b> eg. Analysis of data, scrutiny of planning, scrutiny of work, observation of teaching, learning walks
<b>Support colleagues</b> in collecting their own data regarding strengths and areas for improvement
Bring <b>relevant monitoring information</b> to the SLT to help inform school improvement
Know clearly the <b>school’s strengths and areas for improvement</b> and support colleagues in understanding this
<b>Lead action for improvement</b> within the year group eg. Supporting colleagues in developing consistent approaches to assessment systems, curriculum planning, teaching practice etc.
<b>Review the impact of initiatives</b> through monitoring
<b>Support colleagues</b> in developing their own practice using the Teacher Standards as a model
<b>Support improvement in the quality of teaching</b> for staff through coaching, team teaching and mentoring
<b>Use data</b> to analyse areas of strength and identify opportunities for improvement
<b>Use the school’s SDIP</b> to identify areas for improvement within the team
Operational Management
Be a <b>‘presence’ and support</b> in and around the school
Be proactive in <b>identifying issues or areas for improvement</b> and address them
Work with staff to ensure <b>school policies</b> are adhered to
<b>Liaise with office and admin staff</b> to ensure the smooth running of key dates and events for the year group
Work with year group colleagues to ensure <b>learning environments</b> are maintained to expected levels
Work to the principles and guidelines of the school’s <b>Teaching and Learning policy</b>
<b>Provide support for staff</b> with worries or anxieties and work with SLs to resolve these

NB: Year Group Leaders will report directly to the Headteacher