



Job Description

Job Title	Year Leader	Author	Jo Evans
Date Created	February 2026	Date Reviewed	February 2026
Pay Scale	MPS or UPS	Allowance	TLR2b

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Main Purpose of the Role

The Year Leader at Claycots School plays a pivotal role in leading and managing both staff and pupils within a designated Year Group across our large, diverse primary school community. This role is essential in ensuring that teaching and learning are consistently good, enabling pupils to make at least expected progress relative to their starting points. The Year Leader will support the school's vision of fostering excellence in learning alongside the development of personal qualities such as resilience, curiosity, integrity, respect, and kindness. By nurturing these qualities, the Year Leader helps prepare pupils to overcome challenges and make positive contributions to society.

Given Claycots School's large size, two-campus structure, and diverse pupil population—including significant proportions of disadvantaged pupils, pupils with SEND, and pupils with high mobility—the Year Leader must be adaptable, inclusive, and proactive in promoting high standards, safeguarding, and pupil wellbeing.

Key Responsibilities and Duties

Leadership and Management of Year Group

- Lead and manage all staff and pupils within the Year Group to ensure high-quality teaching and learning.
- Set high expectations for pupil progress and behaviour, ensuring outcomes meet or exceed expected standards.
- Monitor and evaluate the effectiveness of teaching, learning, and pupil progress within the Year Group in collaboration with Senior Leadership Team (SLT).
- Support staff within the Year Group to embed a successful learning culture that fosters independent, enthusiastic learners.
- Lead meetings with pupils and families as required, fostering positive relationships and engagement.

Curriculum and Training

- Ensure the Year Group curriculum is well planned, sequenced, and implemented consistently to meet the needs of all pupils, including those with SEND and disadvantaged backgrounds.
- Work collaboratively with the Inclusion and Family Support teams to provide tailored support for pupils with additional needs.





- Participate in arrangements for preparing pupils for assessments and external tests.

Whole School Contribution

- Promote and embody Claycots School's vision, mission, and core values of Integrity, Respect, Curiosity, and Kindness in all aspects of leadership and teaching.
- Support the Headteacher and SLT in leading assemblies, celebratory events, fundraising, and PR activities, which may take place outside of normal school hours.
- Manage and deploy school resources effectively within the Year Group, ensuring best use of available support and materials.

Safeguarding and Welfare

- Promote the effective safeguarding and welfare of all pupils at all times, demonstrating vigilance and adherence to statutory guidance and school policies.
- Maintain strong links with specialist support services and external agencies to support pupil wellbeing and development.
- Promote and protect the health, safety, and welfare of all pupils and staff within the Year Group.

Personal Duties

- Carry out all responsibilities in line with the School Teachers' Pay and Conditions Document and relevant legislative/regulatory frameworks.
- Undertake any other duties commensurate with the role as directed by the Headteacher.

Skills and Competencies

- Strong leadership and management skills with the ability to inspire, motivate, and challenge both staff and pupils.
- Excellent communication and interpersonal skills to work effectively with pupils, families, staff, and external agencies.
- Sound understanding of teaching and learning principles, assessment, and curriculum design tailored to a large, diverse primary school context.
- Proven ability to promote and embed the school's values of Integrity, Respect, Curiosity, and Kindness in everyday practice.
- Competence in monitoring and evaluating pupil progress and teaching effectiveness, with a focus on raising standards.
- Commitment to safeguarding and pupil welfare, with the ability to identify and respond to concerns promptly.
- Adaptability and resilience to work across two campuses and manage a high-mobility pupil population.
- Effective organisational and resource management skills.
- Ability to lead meetings and events, including assemblies and community engagement activities.
- Full Driving License





Professional Development

- Opportunities to engage in continuous professional development to enhance leadership skills, teaching quality, and curriculum expertise.
- Support for further qualifications and training aligned with career progression within primary education leadership.
- Participation in school-wide initiatives to develop and share best practice, contributing to Claycots School's culture of excellence and innovation.
- Encouragement to reflect on and develop leadership approaches in line with the school's vision and evolving educational landscape

Safeguarding

- The Year Leader will be a key figure in promoting a culture of safeguarding and child protection within their Year Group.
- Must work in accordance with statutory safeguarding guidance (e.g., Keeping Children Safe in Education) and Claycots School's safeguarding policies.
- Responsible for reporting any safeguarding concerns promptly and working closely with the Designated Safeguarding Lead (DSL) and relevant professionals.
- Ensure all staff within the Year Group are aware of and comply with safeguarding procedures.
- Promote pupil wellbeing and safety, ensuring that safeguarding is central to all activities within the Year Group.

