



**MANOR MULTI ACADEMY TRUST**  
**Job Description: Year Group Leader**  
**East Park Academy (MMAT)**



**Duties & Responsibilities of Year Group Leader**

We expect our Year Group Leader at Manor MAT to uphold our core values of **Integrity; Ambition, Collaboration and Inclusion**; act with honesty; keep their knowledge and skills as a Year Group Leader up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

**Core Purpose**

The core purpose of a Year Group Leader at a Manor MAT School is to lead and guide all staff in the year you lead ensuring the highest possible standards are achieved, children are motivated, inspired and happy learners and make good rates of progress and staff operate together as an effective team with consistent practice.

**Principal Accountabilities**

- To lead and support all staff in your phase to ensure:
  - High quality consistent planning.
  - Teaching is creative and inspirational.
  - Teaching meets the needs of all children's starting points.
  - Staff review and reflect on their practice.
  - All groups of children make at least good progress and you directly impact on achievement for all groups.
  - Good behaviour for learning is established across the phase.
- To establish a system for continuous development of Teaching and Learning through a planned programme of self-review ensuring clear guidance and targets for improvement are provided.
- To review and analyse the year team assessment data, setting targets, planning strategies and interventions to ensure all children are being appropriately challenged and achieving appropriate levels in line with national expectation or above.
- To attend regular meetings with HT/SLT to report on, discuss and review the quality of teaching and learning, standards and team practice.
- To deal with the day-to-day issues of staff (including cover support) and parent/carers in the team, ensuring issues are resolved quickly and effectively.
- To ensure high quality year group events including assemblies, concerts, trips, visitors etc take place.
- To regularly mentor NQTs/students in the team ensuring they meet the school's teaching and learning policy and standards.
- To write an annual report for HT/GB on the quality and standards achieved, special projects/events, key targets for development.
- To undertake any duties assigned by HT consistent with the core purpose of the post.
- To be responsible for leading a required subject/aspect for the entire school.

### **Main Responsibilities**

- To assist the Leadership Team in the leadership and management of the school and in all aspects of school improvement.
- To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Head Teacher.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.
- The subject/aspect area that you are required to lead may change on an annual basis as identified by the Senior Leadership Team.
- To take part in teaching school initiatives as directed by the Headteacher.
- To be an outstanding role model for staff at our school and to those who work with us.

### **Leadership and Management**

- To assist the Leadership Team in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement, attainment and enjoyment.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour.
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.
- To take responsibility for dealing with and reporting Health and Safety issues as they arise in the school. To raise awareness of Health and Safety issues among all members of the school community.
- To take a role in improving the involvement of parents, carers and the community in the life of the school.
- To provide effective leadership and management to phase staff, as agreed with the Head Teacher.
- To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the Head Teacher and governing body.
- To make a contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' learning and teachers' planning and teaching.
- To provide guidance and support to leaders and other staff in order to improve the quality of teaching and learning.
- To actively promote equality of opportunity by assisting the Leadership Team in ensuring the school's curriculum provides the best possible education for all its pupils.
- To act as a team leader in the implementation of the school's performance management policy, to secure school improvement and individual professional development.
- To participate in recruitment and selection, as agreed with the Head Teacher.

### **Teaching and Learning**

- To carry out teaching duties, as agreed with the Head Teacher, providing a model of excellence for colleagues. This may include, as required:
  - Taking full responsibility for teaching a class.
  - Providing in-class support for colleagues within school and staff from other schools through demonstration lessons; team teaching etc.
- To provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum, including:
  - Managing the planning and delivery of the curriculum across the year group, including developing schemes of work and medium term plans.
  - Supporting staff in your year group in developing their role, in particular in relation to raising standards.
  - Supporting teams and individuals with short term planning.
  - Organising and delivering training, as needed, to groups of school staff.
  - Supporting staff in the use of assessment information to inform teaching and learning.
  - Inducting and supporting newly qualified and less experienced staff and/or supply teachers.
  - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
- To undertake maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

### **Other Duties and Responsibilities**

- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To prepare and present reports, as required to, e.g. governors, parents, outside agencies.

### **Key Organisational Objectives**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Taking accountability and giving commitment to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

### **General Conditions**

This job description is subject to annual review. It may be amended only after full consultation with the Year Group Leader concerned. It will be signed if agreement is reached.

If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

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Year Group Leader

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Headteacher

## Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
<b>Qualifications</b>	Qualified teacher status	✓	
<b>Experience</b>	Experience of successful leadership and management of a curriculum area or whole school focus		✓
<b>Skills and Abilities</b>	Ability to teach across the whole primary age range	✓	
	An ability to perform the duties outlined in the job description	✓	
	An ability to build and guide a team who strive for the best possible provision for every child	✓	
	Commitment and ability to enhance the learning, achievement and well-being of every child in the phase	✓	
	Ability to create positive relations, trust and confidence through excellent communication skills	✓	
	An ability to lead by example as a key professional in all areas of school life	✓	
	Emotionally intelligent using skills effectively to bring out the best in staff in year group leading	✓	
<b>Knowledge</b>	Sound understanding of and complete commitment to the school's vision, ethos and teaching and learning policy	✓	