



CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

Year Group Team Leader

Purpose:

The Year Group Team Leader will actively lead and ensure the co-ordination of all activities within the three classes concerned. He/she will undertake a full-time teaching role and will set an exemplary model to all staff of outstanding teaching practice and classroom management. He/she will also:

- ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum to meet the learning needs of all students, in accordance with the school's policies
- raise standards of teaching and learning by facilitating the sharing of good practice
- lead weekly planning meetings, where varied teaching strategies and an optimum use of physical resources can be discussed

Reporting to: Primary School Deputy Principal

Liaising with: Parallel Class Teachers, Learning Support Staff and the Primary School Leadership Team.

The duties and responsibilities of the Year Group Team Leader include the following:

Strategic Direction:

- develop a strategic view for the Year Group which supports the vision, ethos and policies of the school
- support implementation of the School Improvement Plan, especially as it relates to the Year Group
- use available international, local and school management data effectively to monitor and improve standards across the Year Group
- monitor progress made towards achieving Year Group plans and targets, using the information to plan future development
- ensure that parents are well informed about the curriculum, targets, children's progress and attainment within the Year Group.

Teaching and Learning:

- assume responsibility for the pastoral care of students within the Year Group, promoting self-discipline and positive behavior in accordance with school policy
- take responsibility for the development and monitoring of curriculum provision throughout the Year Group, liaising appropriately with subject leaders, class teachers and previous/subsequent Year Group Team Leaders
- support the PLT in monitoring and improving the quality of teaching and learning across the Year group, including the analysis of performance data
- celebrate student achievement and promote the values of the school through the leadership of Year Group assemblies

Leading and Managing staff:

- support the PLT in developing positive working relationships with and between all students and staff within the Year Group
- support the Performance Management process as required (e.g. by assisting with classroom observations) and use it to develop personal and professional effectiveness
- ensure that staff new to the school receive appropriate induction and support
- work with Learning Support Staff to ensure that individual students receive appropriate assistance as needed
- ensure that the Primary School Leadership Team is well-informed about Year Group policies, plans and priorities, success in meeting targets and Year Group-related professional development initiatives
- ensure that displays in classrooms and corridors are replaced on a regular basis and maintained to a high standard
- set up/maintain a Year Group File in "Q" to include all electronic documents, including planning, worksheets and assessments, etc. for Year Group use

Efficient, effective deployment of staff and resources:

- support the PLT in the effective deployment of staff
- assist PLT in prioritising, collating and coordinating annual resource and equipment needs
- ensure the most efficient, effective management of resources available, monitoring prudent use of consumables and orderly storage of stock and equipment
- by close liaison with the PLT, monitor Year Group expenditure on a monthly basis, ensuring that stated budget expenditure limits are adhered to
- ensure that individual class teachers initially direct any funding requests for stock and equipment through their Year Group Team Leader to the Heads of School and DP
- make teachers aware of stated budgetary limits; advise that unforeseen stock and equipment needs may not be accommodated if annual budgetary allowances have already been met

Other Responsibilities:

- Liaise with IT Support to maximize the use of available technology for students
- Undertake any available professional training that might be considered relevant to the post

All Staff Are Expected To:

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings student performances and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Year Group Team Leader: _____

Date: _____

Primary School Principal: _____

Date: _____

Updated Jan 2018