



## **CAYMAN PREP & HIGH SCHOOL**

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

### **JOB DESCRIPTION**

## **Year Group Leader**

**Post:** Year Group Leader

**Reporting to:** Primary Leadership Team (PLT), Principal

**Liaising with:** Parallel Class Teachers, other YGLs, Learning Support Staff and the PLT.

**Salary / Grade:** CPHS Teachers' Salary Scale, plus Responsibility Allowance Level A7

### **Purpose:**

Under the supervision of the Principal, and Deputy Principal, the Year Group Leader will actively lead and ensure the co-ordination of all learning within and across the three classes in the year group. 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 and working with the Subject Leaders.
- raise standards of teaching and learning by facilitating the sharing of good and excellent practice
- lead weekly planning meetings, where varied teaching strategies, planning, assessment and an optimum use of physical resources can be discussed
- Attend weekly YGL meetings to discuss current matters, plan and strategize on the development of the year group teams and curriculum overviews.

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 parents are well informed about the curriculum, targets, children's progress and attainment within the Year Group.
- Positively uphold the strategic direction of the school through leadership of the year group team and liaising with the Principal and PLT.

### **Teaching and Learning:**

- take a lead and be responsible for the pastoral care of students within the Year Group, promoting self-discipline and positive behavior strategies, 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
- be an excellent practitioner and role model an exemplary model of outstanding teaching practice and classroom management
- work with year group teachers and Learning Assistants to ensure excellent, consistent practice across the entire year group and inline with school expectations.

### **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 year group team 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 plans and priorities, progress 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 to benefit the children's learning
- set up/maintain all electronic documents, including planning, worksheets and assessments, etc. for Year Group use on the school share point drive
- Keep an organized, informative and impactful folder of information relative to the year group leadership, including a yearly action plan to be reviewed during PMAP

**Efficient, effective deployment of staff and resources:**

- support the PLT in the effective deployment of support staff to support year group needs
- 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
- ensure that individual class teachers direct any funding requests for stock and equipment through their Year Group Leader to the Heads of School and DP
- ensure spending requests are in line with SIP and own action plan
- make and manage an inventory of resources, noting the condition of these resources
- work with the PLT to prioritise these needs within budget constraints
- Liaise with class representative parents as first point of call in year group communications

**Other Responsibilities:**

- Liaise with IT Support to maximise 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 professionalism and 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 demeanor
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings, student performance meetings, PTCs and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school, which may be outside of the normal working day

## **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

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

Year Group: \_\_\_\_\_

Post holder Name: \_\_\_\_\_ Date: \_\_\_\_\_

Post Holder Signature: \_\_\_\_\_

Primary School Principal: \_\_\_\_\_ Date: \_\_\_\_\_