



**MEREBROOK INFANT SCHOOL**  
 Dulverton Drive, Furzton, Milton Keynes,  
 MK4 1EZ.  
 Telephone: (01908) 522876  
 Email: office@merebrookschool.co.uk



**EMERSON VALLEY SCHOOL**  
 Hodder Lane, Emerson Valley, Milton  
 Keynes, MK4 2JR  
 Telephone: (01908) 507914  
 Email: office@emersonvalley.org.uk

**Executive Headteacher:** Mrs H White

**Person Specification: Year Group Team Leader**

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful primary teaching experience</li> <li>• Evidence of professional development relevant to this role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching roles within the primary phase, including evidence of outstanding teaching</li> <li>• Responsibility for whole-school subject monitoring and development, providing strategic and practical oversight of this across the school</li> <li>• Developing and delivering staff development programmes</li> <li>• Implementing teaching and learning strategies to improve quality and pupil attainment</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Ability to inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the School and Federation</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

## **JOB DESCRIPTION: Year Group Team Leader**

Year group Team Leaders will be responsible for providing leadership and management of their year group's curriculum, delivering high-quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.

As a Middle leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

The Year group Leader will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

### **Duties and responsibilities**

#### **Strategic development**

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- Set high expectations for all pupils in the year group, and inspire and motivate staff and pupils to reach and maintain high standards
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in year group learning
- Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in pupils' learning

#### **Teaching and learning**

- Show an understanding of the school's current systems for recording pupil progress within the key stage
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- Develop pupil behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged

#### **Leading and managing staff**

- Establish short-, medium- and long-term plans for developing and resourcing the year group curriculum
- Develop the school's approach to assessment within the year group and lead strategy to improve the quality of teaching and learning
- Take a leading role in inducting new year group staff and making sure they uphold the school's expected values and teaching standards
- Monitor the quality of teaching and learning within the year group (e.g. through observations, analysing performance data, etc.)

#### **General duties**

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- Attend meetings according to school policy, and lead where required
- Lead whole school and year group assemblies
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the postholder will carry out.