Job Title	Lead Learner/Year Leader (TLR3)
Responsible To	The Principal and Vice Principals (VPs)
Responsible For	The leadership and management and curriculum leadership of a particular year level.
Position Purpose	To ensure that all learners ***achieve*** through a wide range of learning ***opportunities***, have positive ***wellbeing***, learn with an attitude of ***respect*** for self, others and the environment, and have increasing levels of ***agency*** to take action and make a positive difference in the world.
Main Accountabilities	<u>School-Wide</u> ● To exemplify excellent professional practice, leading to high standards of teaching and learning within the curriculum ● Demonstrate leadership that contributes to the wider life of the school ● Promote and utilize KJS' vision, goals, strategies, actions, policies, and procedures. ● To work as part of the Wider Leadership team in the process of leading school-wide strategic plans and development ● Plan and engage in professional learning activities within and outside of the team ● Engage in school-wide systems of feedback including observing and learning from each other's practice <u>Teaching and Assessment</u> ● Exemplify, share, and discuss leading learning and teaching practices as reflected in the Primary Years Programme ● Develop, monitor and evaluate teaching and learning and assessment practices (e.g.. Impact Cycles, moderation, through planning)Using KJS' strategic plan, collaboratively establish team targets and priorities ● Use reflective protocols and tools in meetings to strengthen collaboration and share professional learning experiences ● Support the PRD process by engaging with the KJS feedback pathways approach. ● Communicate necessary curriculum links and planning with single subject specialists including the LET ● Assist with specific team tasks or initiatives where appropriate administration ● Use summative data as necessary to implement year group wide support in coordination with LET link if necessary.

	<u>Staff/Team</u> ● Support new staff induction into the team ● Create a culture of learning and improvement within the team that aligns with the school's development plan ● Identify professional development needs within teams in consultation with the Principal and VPs- (PIP) ● Use processes and protocols regularly to support team dialogue and discussions and build psychological safety within the team ● Set up informal and formal check in systems within the team with an aim of supporting staff wellbeing <u>Students</u> ● Develop an awareness of and actively support students' learning and wellbeing needs ● Proactively and regularly use student voice in planning, assessment, and reflection ● Liaise and communicate with the Whole school Child Safeguarding and Protection VP and CPOs regarding child safeguarding and protection issues ● Responsible for the welfare and safeguarding of children and young people and ensure this is happening across the team (i.e. use of RecordMy) ● Liaise with the LET Leader to facilitate inclusivity for all students ● Support the writing and completion of year group reports and unit reporting platforms ● Lead student meetings as needed <u>General Leadership Management and Administration</u> ● Build opportunities for parent engagement through curriculum ● Lead team meetings using a distributed model - collaborating with the VP responsible for PYP, providing leadership opportunities by delegating leadership responsibilities equitably within the team etc. ● Lead team meetings being responsible for the quality of learning and teaching and student progress ● Ensure that all documentation for the year group is maintained. ● Collaboratively create agendas and facilitate the recording and sharing of meeting minutes ● Manage the team budget and resources ● Oversea Year group workshops,events and field trips ● Coordinate the publication of information for parents ● Support supply teachers as needed in the team ● Oversee and facilitate the class placement process when appropriate ● Share learning updates and curriculum overviews via ESF hub ● Identify and support parent education sessions