

Year Group Policy

Aims

- To ensure that children across the four classes in a year group and two Nursery classes follow the same curriculum and have similar learning experiences.
- To ensure consistency of assessment across the year group.
- To provide staff with a supportive planning and review forum.
- To encourage children to become familiar with all children and adults in a year group.

Methods

Strategic direction and development

- Implement the school's policies and practices which reflect the school's commitment to high achievement, effective teaching and learning.
- Create a climate which enables and encourages all staff working in the Year Group to develop and maintain positive attitudes.
- Use data effectively with other staff in the Year Group to identify pupils who are under-achieving and ***identify provision to address the learning needs and/or look to the support of other professional to diminish differences where possible whilst implementing effective plans of action to support those learners.***
- Establish, with the involvement of relevant staff, short, medium and long term plans for the teaching in the relevant Year Group which: -
 - a) contribute to whole school aims, policies and practices, including those in relation to behaviour, discipline, bullying and racial harassment
 - b) are understood by all those involved in putting the plans into practice.
- By lesson observation, scrutiny of planning and staff evaluations, and by pupils' work scrutiny, monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide future improvements.
- Monitor the progress made in achieving plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Share with other Year Leaders responsibility for the leadership and development of a core subject e.g. Mathematics, taking specific responsibility for the provision of resources within the Year group and for the consistency, continuity and progression within and between year groups and schools.
- Be responsible for the pastoral oversight of pupils within the Year group, supporting and guiding year colleagues in setting and maintaining high expectations and standards of behaviour

Teaching and Learning

- Ensure curriculum coverage, continuity and progression within the Year Group for all pupils, including those of high ability and those with special educational or linguistic needs. (**UNCRC Article 28: All children have the right to an education**)
- Ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning within the Year Group's Scheme of Work, and communicate such information to pupils.
- Work with the Year Team to implement the school's policies for assessing, recording and reporting on pupil achievement, and use this information to recognise achievement and to assist pupils in setting targets for future improvement.
- Ensure that pupils' achievements in previous classes and schools are used effectively to secure good progress.
- **Maintain up-to-date schemes of work & medium term plans for all subjects taught in the Year Group and sure that they are stored on the school intranet in the appropriate year group subject files.**
- Build up and maintain an up-to-date portfolio of assessed and moderated work covering the work of the Year Group, and advise colleagues in the maintenance of records of pupil progress and achievement.
- Year group staff will compare/**moderate** work across the year group, **cross phase and across cluster schools** to try and ensure consistency of assessment.
- **Year group leaders will be expected to have a good knowledge and understanding of the needs of all the learners within the year group beyond those in their own class and identify support and provision to support the learning and progress of all pupils within the year group.**
- Year group staff will teach each other's classes from time to time, e.g. shared story times, setting, specialist subject teaching where applicable.
- Children will be encouraged to visit other classes in the year group and to share their work with them.

Leading and managing staff

- Help staff in the Year Group achieve constructive working relationships with pupils.
- Establish clear expectations and constructive working relationships among staff working in the Year Group, through team working and mutual support and evaluating practice.
- Lead staff in their performance development, as required by the school policy and use the process to develop their personal and professional effectiveness.

- By conducting termly lesson observation across the year group, work scrutiny, shared evaluation and other relevant methods, year group leaders will ensure consistency and high quality teaching and learning within the team.
- Ensure that the headteacher and other staff are well informed about the work of the Year Group as appropriate and required.
- Support new staff in the Year Group and assist their understanding of the school's policies and procedures.
- Co-ordinate inter-year liaison to promote continuity of learning and pastoral care especially at the beginning and end of the school year.
- Year group staff will meet regularly (at least weekly for planning meetings) and no less than the meetings included in the Monday programme.
- Year group staff will plan and review progress together.
- Year group staff will help and support each other by sharing expertise, interests and ideas.
- ***Ensure support of others colleagues regarding new initiatives such as Thinking Skills, Visible Learning, MLE & work collaboratively to implement these within their year groups.***

Efficient and effective deployment of staff and resources

- Lead and deploy staff in the Year Group to ensure the best use of subject, technical and other expertise.
- Ensure the efficient and effective use of learning resources, including information and communications technology.
- Use accommodation to create an effective and stimulating environment for teaching and learning.
- Ensure that there is a safe learning environment in which risks are properly assessed.
- Co-ordinate organisation within the Year Group, of timetabling of classes and staff working in the Year Group, resources, activities and visits.

Signed: R. K. Mahil-Pooni

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Next review: September 2019