

**TEACHING STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Lead Practitioner
<b>CONTRACTED HOURS</b>	Full Time
<b>LOCATION</b>	Ditton Lodge, Houldsworth and Newmarket
<b>GRADE / SCALE POINT – SALARY</b>	MPR/UPR
<b>REPORTING TO</b>	Headteacher

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

**JOB PURPOSE**

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

**KEY TASKS & RESPONSIBILITIES**

- To support collaboration across Primary and Secondary schools in Newmarket
- To support joint leaders across Primary and Secondary Schools
- To support the quality of teaching and learning across schools
- To teach and complete assessments with pupils as required
- To support the leadership of key strategic aspects of a phase (eg transition, options) through planned project work

This will be achieved through:

- To ensure the delivery of relevant elements of the school development plan
- To support on the continual improvement of the teaching and learning skill of all teaching staff, particularly through observation, review, mentoring, coaching, and modelling

- To support the strategic planning, monitoring and evaluation of teaching, learning and assessment and improvement plans across the school.
- To ensure that all pupils have appropriate support planning in place to ensure they can make expected progress and thrive in school.
- To monitor and evaluate the planning of teachers – providing regular feedback.
- To ensure teachers are aware of the needs of all phase pupils and make provision for this in their planning.
- To develop structures for staff to share their own successful practice.
- To review annually all policies related to T & L to ensure they are effective.
- To contribute to effective strategic leadership of the school, working closely with the senior leadership team.
- To assist with the setting and monitoring of professional standards in the work of all members of teaching staff.
- To ensure that work is prioritised and resources are allocated in line with the strategic plan.
- The post holder will be expected to carry out other such professional tasks commensurate with the duties, responsibilities and level of the post.
- To promote and safeguard the welfare of pupils you come into contact with.
- To be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and adhere to all of school's policies and procedures and comply with their contents; raising any concerns in a timely manner.
- To identify staff training requirements and support the production and delivery of a training plan.
- To guide and advise staff in their training and professional development.
- To participate in the quality assurance cycle as directed by the Headteacher
- To contribute to the strategic formulation, development, implementation and quality assurance of school policy development planning.
- To contribute to the review and updating of the phase and whole school development plan.
- To lead project work across Primary and Secondary schools. This will include planning, delivering and reviewing the success of any project. A yearly timetable of projects will be created.
- To assist in the implementation of all school policies and procedures where appropriate, for example Equal Opportunities, Health and Safety, etc.
- To maintain 'leading edge' knowledge through reading, INSET, research and other relevant development opportunities to inform own practice, demonstrating impact in teaching and on pupils' learning. Other Professional Requirements:
- To take responsibility for a range of curricular events across Primary and Secondary schools in Newmarket that ensure pupils have real chances to experience a full range of learning opportunities, beyond the subject classroom.
- To establish and maintain effective working relationships within the wider team and also with other colleagues and clients / partners of the school.
- To participate as required in meetings with colleagues in respect of the post's duties and responsibilities.
- To complete any other duties and responsibilities within the range of the salary grade.
- To mentor and coach staff and pupils to develop confidence and maintain positive attitudes.
- To communicate effectively and with professional integrity within and beyond the school community.
- To encourage pupils' motivation and enthusiasm, developing positive responses to challenge and high expectations.

## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and

young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

#### **GENERAL**

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE</b>		
<b>Technical or Specialist</b>	<ul style="list-style-type: none"> <li>NVQ or equivalent in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of School / Trust Computer systems</li> </ul>
<b>Literacy and Numeracy</b>	<ul style="list-style-type: none"> <li>Secondary education up to GCSE level or equivalent</li> <li>Ability to set out letters / documents and to use grammar correctly</li> <li>Able to carry out basic calculations accurately</li> <li>Computer literate</li> <li>Able to main routine records e.g. school meals, sale of tickets, supplies.</li> </ul>	<ul style="list-style-type: none"> <li>Competent and confident in use and interpretation of databases and spreadsheets.</li> </ul>
<b>Organisational</b>		<ul style="list-style-type: none"> <li>Knowledge of Trust's administrative procedures e.g. ordering / incoming and outgoing post</li> </ul>
<b>Equipment / Materials</b>	<ul style="list-style-type: none"> <li>High level, accurate keyboard skills.</li> <li>Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers</li> </ul>	
<b>Research</b>	<ul style="list-style-type: none"> <li>Able to use the internet effectively for routine research</li> </ul>	
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>Ability to check stock deliveries accurately</li> <li>Ability to resolve a range of day-to-day problems, using own initiative.</li> <li>Know when it is appropriate to refer upwards</li> </ul>	
<b>Creative Thinking</b>	<ul style="list-style-type: none"> <li>Design and produce documents / advertisements etc</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>Organised and methodical approach to admin tasks</li> <li>Ability to manage and coordinate projects and in-house events</li> </ul>	
<b>Interpersonal and Communication</b>	<ul style="list-style-type: none"> <li>Tact and diplomacy second nature</li> <li>Articulate with a good grasp of the English language</li> <li>Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable</li> </ul>	

	<ul style="list-style-type: none"> <li>• Understanding of the necessity and ability to maintain absolutely confidentiality</li> <li>• Pleasant and helpful telephone and face-to-face manner</li> <li>• Ability to function effectively as part of a team</li> </ul>	
<b>Keyboard</b>	<ul style="list-style-type: none"> <li>• High level keyboard skills</li> </ul>	
<b>Manual Skills</b>	<ul style="list-style-type: none"> <li>• Routine manual handling skills</li> </ul>	
<b>Level of Autonomy</b>	<ul style="list-style-type: none"> <li>• Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time.</li> </ul>	