



## **Lead Practitioner – English**

### **Raising standards across the whole academy**

#### **JOB DESCRIPTION**

A Lead Practitioner provides coaching and professional development for staff to support our Academy journey. The Lead Practitioner will be part of the Academy's Teaching and Learning team and will be involved in raising the standards of Teaching and Learning across the whole Academy. In addition to your duties and responsibility as a teacher, your main job purposes will include

- Teaching at a considerably high standard and modelling the very best practice.
- Creative use of technology to enhance Teaching and Learning.
- Use of research to develop Teaching and Learning.
- Contributing to staff development through the Academy's CPD programme.
- Coaching of other colleagues.
- Supporting the development of the curricular Teaching and Learning in the Academy. To observe lessons and give constructive and formative feedback to support colleagues. To assist Heads of Department in providing support to teachers.
- To be part of the Academy's Teaching and Learning team to raise standards across the whole Academy.
- Carry forward the Aspirations Trust vision;
- Support the continuous and consistent Aspirations Trust-wide focus on raising achievement and improving student outcomes;

**Salary: Lead Practitioner scale point L1-L7**

#### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

#### **Job purpose:**

You will be an excellent classroom practitioner and be enthusiastic about teaching and learning leading to great progress for our students. You will be committed to your own professional development as well as supporting others.

Lead Practitioners will focus on Teaching and Learning within the Academy. You will work with the Assistant Principal responsible for Teaching and Learning and Heads of Department to deliver CPD, coach staff and support curriculum delivery.

You will support the raising standards of student attainment and achievement.

In doing so the postholder will:

- Raise standards of student attainment and achievement within the Academy.
- Develop and enhance the teaching practice of others
- Implement and deliver an appropriately broad, balanced, relevant, highly challenging curriculum for students
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- Share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth

### **Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge students and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment;
- Identifying SEN or very able students;
- Provide clear structures for lessons maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of programmes of study;
- Ensure effective teaching and best use of available time;
- Monitor and intervene to ensure sound learning and discipline;
- Use a variety of teaching methods to:
  - i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
  - ii. Use effective questioning, listen carefully to students, give attention to errors and misconceptions;
  - iii. Select appropriate learning resources and develop study skills through library, ICT and other sources;
    - Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
    - Evaluate their own teaching critically to improve effectiveness.

### **Key duties:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area.
- To contribute to the curriculum area and subject area's Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.
- To deliver high quality teaching within a broad, balanced relevant and differentiated curriculum
- To be a model of good practice and support developments in teaching and learning across the department.
- To support colleagues in developing a team approach to raising the quality of teaching and learning throughout the school.
- Assessing students' work using NC/GCSE criteria and keeping up to date with data input
- Taking an active part in extra-curricular activities
- To be ultimately responsible to the Principal via the Subject Coordinator and Head of School and to be responsible for liaison with staff
- Acting as an Academic Tutor
- Using behaviour management strategies effectively
- Promoting and safeguarding the welfare of children and young people that they are responsible for, in accordance with the school's safeguarding and child protection policy.
- To assist in the development of appropriate schemes of work, resources, marking policies and teaching strategies in the curriculum area and department.

### **Learning and Developing**

- To actively take part in professional development, sharing expertise and experiences as required.
- To actively extend own professional learning via collaborative study, attendance at INSET and reading to keep abreast of new developments.
- To engage in enquiry-based learning as part of the academy's approach to strategic improvement in order to maintain and develop a teaching and learning environment of the highest standards
- Be active members and drivers as part of the whole Academy Teaching and Learning team

### **Operational and Strategic duties:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area
- To monitor and support the overall progress and development of students
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth
- To attend all appropriate meetings

### **Curriculum Duties:**

- To liaise with Senior Leadership Team (SLT) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the vision of the academy
- To assist the Senior Leadership Team (SLT) to ensure that the curriculum area provides a range of teaching which complements the academy's Strategic Objectives
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's aim and strategic objectives
- To keep up-to-date with national developments in the curriculum area, teaching practice and methodology

### **Staff Development Responsibilities:**

- To take part in the academy's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the academy

### **Student Support Duties:**

- To support the overall progress and development of students within the subject area.
- To ensure the Behaviour Management system is implemented in their classes so that effective learning can take place.

### **Management Information Responsibilities**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning
- To support the subject coordinator in monitoring data and progress across the team

### **Managing Effective Communications**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the academy
- To follow agreed policies for communications in the academy
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

## **Special Conditions of Service**

- Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s

## **General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters.

## **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve

## Person Specification:

Assessed at application stage (A) Assessed at interview/task stage (R)

Criteria	Essential	Desirable
<b>Qualifications / Education</b>		
Qualified Teacher Status	A	
Degree or Equivalent		A
Any further relevant training	A	
<b>Experience</b>		
Experience of teaching across the 11-16 age range	A	
Experience of teaching KS5	A	
At least two years successful teaching experience with demonstrable impact on student progress.	A	
Experience at Lead Professional or Second-in-Charge level (at least)	A	
Evidence of successfully supporting colleagues within a coaching model	A	
An outstanding classroom practitioner	A	
<b>Specialist Knowledge</b>		
Has an understanding of current educational issues	A	
To have a clear understanding of effective teaching and learning	A	
Has strategies for raising standards in Secondary Education	A	
Can use monitoring strategies to inform intervention and lead to positive learning outcomes	A	
Monitoring the quality assurance procedures to ensure that learning and teaching are at least good	A	
<b>Leadership and Management</b>		
Has successfully led a team	A	

Criteria	Essential	Desirable
Has experience of managing budgets	A	
Shows awareness of whole school issues	A	
Has the ability to translate vision into practice	A	
Has the ability to lead the development of new ways of thinking about learning and teaching	A	
General and Personal Qualities	A	
The ability to act as an excellent role model for staff and students	A	
Has good written communications	A	
Has the ability to work with a range of partners both within the school and beyond in the wider community	A	
Demonstrates the ability to drive projects forward and successfully completes projects	A	
Has the potential for further advancement	A	
<b>Personal and Interpersonal</b>		
A passion for education and making a difference with demonstrable commitment to achieving the highest possible standards for all learners and a proven record of enabling learners to fulfil their potential	A	
Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing, with all stakeholders demonstrating the ability to command respect from students, parents, colleagues governors and other members of the community.	A	
Demonstrable resilience evidenced by ability to work effectively and reliably under pressure	A	
The ability to adapt to varied roles, responsibilities, schedules and contexts.	A	
Effective reflection - Examine and critique the work or performance of themselves and others to make modifications and continuously improve	A	
Effective in managing behaviour and in motivating all learners to make a positive contribution to the learning environment and fulfil their potential for learning	A	
Effective ability to assess the emotions of others and adapt words, tone and body language to build strong productive relationships and cooperate with others as an effective member of teams	A	

Criteria	Essential	Desirable
Strong ability to collaborate with demonstrable capacity to be a good leader.	A	
Demonstrable effectiveness in promoting equality and diversity through teaching, managing the learning environment and challenging discriminatory behaviour and attitudes	A	
<b>Knowledge</b>		
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	