

Lead Practitioner - Job Description

Salary:	L4 to L8
Responsible to:	Headteacher Deputy Headteacher Assistant Headteacher Senior Lead Practitioner
Responsible for:	Teaching, learning, progress and behaviour management in the Faculty
Job Purpose:	To improve student outcomes and engagement by ensuring the quality of teaching and learning is at least good in the Faculty
Accreditation:	To be achieved within a maximum of 3 years

Specific Responsibilities:

Leadership of Teaching & Learning

- Have teaching skills which lead to excellent results
- Model outstanding and innovative pedagogical practice
- Develop and implement teaching and learning strategies throughout the Faculty which raise the quality of teaching and learning of all staff and therefore raise student standards and progress
- Take a lead role, working closely with the senior leadership team and other lead practitioners in developing, implementing and evaluating policies and practice that lead to school improvement
- Research and evaluate innovative curricular practices including leading edge technology for learning and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues
- Develop high quality teaching materials and schemes of learning throughout the Faculty to support outstanding teaching
- Drive the effective use and development of IT to support and enhance teaching and learning at individual and departmental level
- Teach a timetable appropriate to the demands of the role and the needs of the school
- Use local and national data to provide a comparative baseline for evaluating learners' progress and attainment, as a means of judging the effectiveness of teaching and as a basis for improving teaching and learning

Strategic Direction and Development

- Ensure the HDHS standard of learning across the school in liaison with the Senior Lead Practitioner and Deputy Headteacher through coaching and mentoring staff
- Lead mentoring support plans for staff requiring to improve professional practice
- Analyse national, local and school data, research and inspection findings to inform Faculty policies and practices, expectations and teaching methodologies and to report regularly to the Headteacher, Senior Leadership Team and Senior Lead Practitioner on progress and plans
- Ensure teachers are planning lessons which meet the needs of all pupil groups
- Ensure effective assessment practice is in place
- Lead the development of post 16 courses in the Faculty and across the school, liaising with external organisations where appropriate

Monitoring and Evaluation

- Lead structured monitoring and evaluation of all aspects of teaching and learning through lesson observations, feedback to teaching staff, work sampling and learner interviews, providing written reports to the Headteacher and Senior Leadership Team as necessary
- Lead quality assurance processes

Leading, Motivating and Developing

- Contribute to the professional development and performance management of colleagues using a broad range of skills appropriate to their needs so that they can demonstrate enhanced and effective practice (e.g. Coaching, mentoring, induction)
- Lead Faculty and whole-school development and CPD
- Make well founded appraisals of situations upon which they are asked to advise, applying high level skills in lesson observation to evaluate and advise colleagues on their work and devising and implementing effective strategies to meet learner needs leading to improvements in learner outcomes
- Support underperforming teachers to enable them to improve their practice
- Lead the induction, support and CPD of newly qualified teachers and liaise with all relevant organisations
- Contribute to the Initial Teacher Training Programme and liaise with other Lead Practitioners/SLEs
- Contribute to the professional development networks within the SIGMA trust
- Develop, implement and lead the school appraisal system
- Lead the development of career level profiles
- Develop an aspiring Lead Practitioner programme in the Faculty

Teaching & Learning

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school 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 that ICT, Literacy, Numeracy and the school subject specialism are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's Behaviour Policy, 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, departmental and school policies.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To set appropriate targets for students in line with school policy and procedure as required.
- To implement the school policies re Homework.

Operational/ Strategic Planning

- To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Faculty Area and Department.
- To contribute to the Faculty Area and faculty's improvement plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school planning activities.

Curriculum Provision

- To assist the Subject Leader to ensure that the faculty area provides a range of teaching which complements the school's strategic objectives and SIP.

Curriculum Development

- 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 SIP.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, 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.

Communications

- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings Parents Evenings etc.
- To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
- To ensure the effective/efficient deployment of classroom support

Learning Support System

- To be a Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole within the parameters of the associated Tutor Job Description.
- To liaise with the Learning Mentors and SEN to ensure the implementation of the school's Learning Support System and mentoring.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans, IEPs and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE, citizenship and enterprise according to school policy
- To apply the Behaviour Policy and systems so that effective learning can take place.

General

- To play a full part in the life of the school community and to encourage staff and students to follow this example.
- To actively promote the School's Policies & Procedures.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the school
- To undertake such other duties as laid down by the School Teachers Pay and Conditions Document

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.