



# Clacton County High School

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Higher Expectations, Raising Aspirations, Transforming Lives

## **JOB DESCRIPTION 2023**

**TITLE OF POST:** Lead Practitioner (Science)  
**LINE MANAGER:** Head of School  
**RESPONSIBLE TO:** Executive Headteacher/Head of School  
**SALARY GRADE:** Leadership Scale L4-8

### **JOB PURPOSE:**

- To improve student outcomes and engagement by ensuring high quality teaching and learning is consistent across the faculty.
- To drive whole school T&L developments as a central part of the T&L team.

### **CORE REQUIREMENTS:**

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in all stakeholders and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external professional colleagues as required.
- Committed to safeguarding.

### **KEY RESPONSIBILITIES**

#### **Leadership of Teaching & Learning**

- Have teaching skills which lead to excellent results.
- Have in-depth knowledge of recent academic research in teaching and learning.
- Model outstanding, innovative and evidence-based 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 high standards of learning across the school through coaching and mentoring staff.
- Lead mentoring support plans for staff who need to improve their professional practice.
- Analyse national, local and school data, research and inspection findings to inform faculty policies and practices, expectations and teaching methodologies.
- Ensure teachers are planning lessons which meet the needs of all student groups.
- Ensure effective assessment practice is in place.

### **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 executive headteacher, head of school 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 the CCHS curriculum intent is 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 evidence-based 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 Arbor/Go4Schools, 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 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 learning 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 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 as required.
- 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 PSHEE, citizenship and PROUD days according to school policy.

### 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.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the schools code of conduct and leave of absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher, Head of School, Sigma Trust board or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher or Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified Teacher Status Evidence of regular and appropriate professional development	Middle or Senior Leadership training (NPQML, NPQSL) Safer Recruitment in Education
<b>Experience</b>	Currently working in a secondary setting at SLT level as at least an Assistant Headteacher	Currently working in a 'good' or 'outstanding school'
<b>Teaching and learning</b>	Outstanding classroom practitioner	Teaching experience of an EBacc subject to GCSE level /Level 3 courses
<b>Leadership</b>	Impact on raising student achievement Impactful use of data to inform next actions and evaluate progress Leadership and quality assurance of systems and processes to ensure best outcomes for students and staff Experience of performance management and supporting others to improve Coaching and mentoring experience of staff Forming and leading effective teams that have impact Leading change and managing challenge effectively Working knowledge of national guidance documents Promotion of inclusivity and diversity	Recent experience of an Ofsted inspection
<b>Management</b>	Effective planning and delegation of tasks Effective management of school resources	
<b>Values</b>	Believe and support the values of the school Committed to safeguarding	
<b>Leadership attributes</b>	Personal integrity and effective role model Excellent communication and presentation skills Team player Ability to prioritise and work to deadlines	