



# Bartley Green School

ASPIRATION    ACHIEVEMENT    ACCEPTANCE    RESPECT    RESILIENCE    REWARD

## JOB DESCRIPTION

<b>Post Title:</b>	<b>LEAD PRACTITIONER &amp; SECOND IN HUMANITIES</b>
<b>Post Holder:</b>	
<b>Purpose: Second in Humanities</b>	<ul style="list-style-type: none"><li>• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims and policies of the school</li><li>• To act as a Curriculum Lead and deputise for the Head of Department when appropriate and be responsible for leading and developing the curriculum area.</li><li>• To monitor and support the overall progress and development of pupils as a leader within the curriculum area and as a Form Tutor.</li></ul>
<b>Purpose: Lead Practitioner</b>	<ul style="list-style-type: none"><li>• To be a model of excellent practice, with a clear focus on delivery to learners</li><li>• To take a leadership role in developing, implementing and evaluating policies and practice that contribute to school improvement, in the subject area.</li><li>• To work closely with the Senior Leadership Team and other Lead Practitioners in developing, implementing and evaluating policies and practice that contribute to school improvement, across the school.</li><li>• To model and lead the improvement of teaching skills, within the subject area and across the school.</li></ul>
<b>Reporting to:</b>	Head of Department/Relevant Manager
<b>Responsible for:</b>	The provision of a full learning experience and support for pupils
<b>Liaising with:</b>	Head/Deputies Teaching, relevant non teaching support staff, LA representatives external agencies and parents
<b>Working Time:</b>	195 days per year. Full time
<b>Salary/Grade:</b>	LPR 4-8
<b>Disclosure level</b>	Enhanced

<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>• Accountable for improving the quality of teaching with individual teachers, ensuring that any issues are shared promptly with a member of the Senior Leadership Team.</li> <li>• Accountable for ensuring standards improve and are maintained with individual teachers, working to expectations and targets agreed with Senior Leadership Team.</li> <li>• Work alongside the Senior Leadership Team to develop effective teaching and learning strategies</li> <li>• To develop high quality teaching materials and schemes of learning</li> <li>• Lead one to one programmes with teachers that seek to raise standards and quality.</li> <li>• Contribute to the wider work of the school in raising standards and promoting the school's core values.</li> <li>• Develop the use of coaching/mentoring techniques and styles to develop teaching practice of all teaching staff.</li> <li>• Contribute to cross curricular teaching and learning CPD across the whole school.</li> </ul>
<p><b>Operational/ Strategic Planning</b></p>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.</li> <li>• The day-to-day management, control and operation of one curriculum area provision within the department.</li> <li>• To assist in monitoring and following up pupil progress.</li> <li>• To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li> <li>• To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.</li> <li>• To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the pupils and the aims and objectives of the school.</li> <li>• To support the relevant manager in the application of ICT in the Curriculum area.</li> <li>• To contribute to the whole school's planning activities.</li> </ul>
<p><b>Curriculum Provision:</b></p>	<ul style="list-style-type: none"> <li>• To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.</li> </ul>
<p><b>Curriculum Development:</b></p>	<ul style="list-style-type: none"> <li>• To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To undertake research into best practice in other schools, innovative curricular practices and other external evidence, as directed and agreed by Senior Leaders; to inform own practice and that of colleagues.</li> </ul>

<p><b>Staffing</b></p> <p><b>Staff Development:</b></p> <p><b>Recruitment/ Deployment of Staff</b></p>	<ul style="list-style-type: none"> <li>• To work with the Head of Department and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To contribute to the Appraisal process and to act as reviewer if required for a group of staff within the designated department.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To ensure the effective efficient deployment of classroom support.</li> <li>• To participate in the school's ITT programme.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To deliver individual and whole school CPD to raise standards, quality and outcomes.</li> <li>• To support underperforming teachers to enable them to improve their practise.</li> </ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>• To take a lead role, as directed by the Head of Department, in the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To take an active role in the Schools' monitoring, evaluation and review cycle through lesson observations, feedback to teaching staff, work sampling, learner interviews and written reports to the Senior Leadership Team and Governing Body as necessary.</li> <li>• To review methods of teaching and programmes of work.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> <li>• To ensure the effective operation of quality control systems.</li> <li>• To assist in the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department.</li> <li>• To implement school quality procedures and to ensure adherence to those within the department.</li> </ul>

<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To complete the relevant documentation to assist in the tracking of pupils.</li> <li>• To track pupil progress and use information to inform teaching and learning.</li> <li>• Analyse statistical information to evaluate the effectiveness of teaching and learning and identify appropriate actions.</li> <li>• To maintain appropriate records to support and evidence the improvement of quality of teaching and pupil outcomes within the subject area and across the school.</li> <li>• To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.</li> <li>• To help to produce reports within the quality assurance cycle.</li> <li>• To assist in the production of reports on examination performance, including the use of value-added data.</li> <li>• To assist in the identification of exam entries within the department.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Disseminate materials and advise on best practice, effective strategies and appropriate CPD to improve and maintain standards of teaching and learning.</li> <li>• To communicate effectively with the parents of pupils as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> <li>• To help ensure that all members of the department /curriculum area are familiar with its aims and objectives.</li> <li>• To ensure effective communication/ as appropriate with the parents of pupils.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the development off effective subject links with partner schools and the community, and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To assist the Head of Department to identify resource needs and to contribute to the efficient /effective use of physical resources.</li> <li>• To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.</li> </ul>

<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of pupils.</li> <li>• To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register pupils, 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 pupils and keep up-to-date pupil records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff</li> <li>• To contribute to PSHE and citizenship and enterprise according to school policy.</li> <li>• To apply the Behaviour management systems so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for pupils which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to pupils' needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>

<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support the Curriculum Leader and to deputise when and where appropriate</li> <li>• To lead and manage the development of the specific key stage syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies, pupil voice and work scrutinies To include: <ul style="list-style-type: none"> <li>• Monitoring and standardisation of assessments</li> <li>• Leading on and demonstration of at least Good teaching and learning in the key stage specification at departmental meetings</li> <li>• To lead and develop across the curriculum closing the gap across all year groups</li> <li>• Lead and monitor progress for FSM6 pupils in Humanities across all years to include: <ul style="list-style-type: none"> <li>• Analysis of assessments and whole school examinations</li> <li>• Departmental moderation</li> <li>• Implementation of intervention for vulnerable pupils</li> </ul> </li> </ul> </li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To understand and act in accordance with the school's equal opportunities policies</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li> <li>• To continue personal development as agreed.</li> <li>• To promote the welfare of children for whom you are responsible for or whom you come into contact with</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

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Job Description issued by  
after consultation

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(Signature of Headteacher)

Copy received by

\_\_\_\_\_  
(Signature of Employee)

Date

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