



JOB DESCRIPTION

Job Title:	Lead Practitioner
Responsible to:	Headteacher / SLT
Grade/Pay Range:	Lead Practitioner 2-6

Job Purpose

All teachers at Heathcote School are expected to uphold the school vision and ethos on a daily basis through their professional conduct. All staff are expected to have a clear understanding of the vision, aims, and ethos of the school, and an awareness of its role in the community, ensuring success is built on inclusion, care and support and all pupils are stretched and challenged.

All teachers' job descriptions define the responsibilities of the postholder as being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay & Conditions Document (STPCD)
- To comply with Health and Safety at Work Legislation

A Lead Practitioner, in conjunction with other middle leaders, the Senior Leadership Team and Headteacher are responsible for the general good order and discipline of the school, and in supporting the implementation of the School Improvement Plan (SIP) and all policies with developing other practitioners to be high performing as the key part of the role. Lead Practitioners support SLT in ensuring an ambitious culture of high challenge and low threat, **ensuring the best possible learning and leadership of learning within the department and across the school**, ensuring safety is a key focus, behaviour and attendance are exemplary and ensuring all pupils have equal opportunities to make maximum progress.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main Responsibilities for Lead Practitioner

- To ensure the highest quality of learning and teaching in Science and STEM related subjects by working as part of the Quality of Education Team.
- To develop and enhance the teaching practice of others in the Science Department and across the school, primarily in STEM related subjects, delivering high performing lessons and supporting colleagues to develop their own practice.
- To maintain own skills and knowledge as a practitioner to a level required to be high-performing teacher.
- To lead, inspire and motivate colleagues in developing their teaching.
- To identify and address areas for improvement in teaching and learning.
- To work closely with other lead practitioners and the Quality of Education Team to develop policies, procedures and practice to ensure high achievement through effective learning and teaching and whole school improvement.
- To deliver high quality support, mentoring, coaching and CPD that improves learning and teaching and supports the professional development of colleagues.

- To keep up to date with new learning and teaching strategies and implement them as appropriate across the department and school.
- To ensure staff provide unparalleled opportunities for pupils to experience creative and exciting STEM opportunities both in and out of the classroom.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To raise standards of pupil attainment in Science and other STEM related subjects.
- To take a lead role in developing, implementing and evaluating whole school systems and practice that will contribute to improving the quality of outcomes across the school.
- To contribute effectively to CPD (Continuing Professional Development) as per the SIP (School Improvement Plan).
- To actively participate in whole school learning and teaching, quality assurance, self-evaluation and school improvement planning.
- To support the implementation of improved data driven systems and then monitor and review the impact of these systems.
- To support the Science department and other departments as directed with the MER (Monitoring, Evaluating and Reviewing) cycles.
- To provide the Headteacher and other relevant staff with relevant subject and pupil performance information.
- To support with quality assurance and organisation of all assessment tasks and tests within departments.
- To support the development, implementation and monitoring of policies and practices which reflect the school's commitment to high achievement through learning and teaching.
- To deliver outstanding pupil outcomes and support colleagues in achieving the same including being an effective member of the coaching team.
- To work with other schools locally and as appropriate to ensure best practice as well as support other schools as necessary within local agreements.
- To keep up to date with research and development in education in regards to data driven systems and seek out appropriate professional development opportunities.
- To contribute to and have responsibility for specific aspects of the SIP.
- To contribute to the positive ethos for the school, creating a high challenge, low threat approach and lead and manage others so that they are supported and recognised for their strengths and contributions.
- To develop leadership skills within the whole school context, and promote whole school policies.
- To be aware of, and respond appropriately to, any safeguarding and health and safety issues raised by the role.

Main Responsibilities of all teachers at the school:

- The delivery of high quality learning and teaching through appropriately differentiated lessons together with the marking of work to provide constructive feedback which sets clear targets to enable pupils to make at least expected progress and narrows the gap for key groups.
- Use of teaching methods which keep pupils engaged and challenged.
- Use of effective questioning and response: clear presentation and good use of resources.
- Regular setting and marking of homework following the school / departmental policy.
- High expectations of pupil behaviour establishing and maintaining a good standard of classroom management and building positive relationships.
- Assessment and recording of pupil progress as required by the National curriculum, GCSE, A level, school and departmental policy.
- Analysis of school data, including prior attainment to inform policy and practice and ensure high expectations.
- To follow the schemes of work as required by the subject leader.
- Development of pupils' key skills in literacy and numeracy as part of the curriculum.
- Regular setting and marking of homework following the school / departmental policy.
- Maintaining the classroom as a good learning environment including the display of pupils' work and other material to stimulate pupil interest.
- Using appropriate technology to stimulate learning and aid progress.
- Responsibility for the condition of learning materials, equipment, furniture and fittings in the classroom and reporting Health and Safety Issues.

- Attendance at departmental meetings and to play an active role in the work of the department.
- Attendance at parents' evenings and cause for concern meetings etc. as appropriate.
- Fulfilment of the duties of a form tutor as required.
- Have regard for and promote the School's Equality Policy.
- Contribution to the school's extra-curricular provision.
- Other tasks as negotiated / delegated by the subject leader.

Specific responsibilities for all teachers:

- To teach high quality lessons that are secure or better in line with the school's self-evaluation process.
- To ensure quality first teaching for all pupils with SEND and liaise with relevant staff to ensure barriers to learning are removed.
- To plan and prepare schemes of learning and lessons that meet the needs of all pupils and ensure progress with a focus on narrowing the gaps ensuring disadvantaged pupils have every opportunity to succeed.
- To understand and support with curriculum and ICT development to ensure a full understanding of why we teach what we do and at what stage and be able to disseminate this to others.
- To ensure a seating plan that takes into account the make-up of the class and ensures gaps can be narrowed in key groups.
- To teach the full range of KS3, KS4 and KS5 classes according to their educational needs, the pupils assigned to her / him, including the setting and marking of work to be carried out by the pupil in the school and elsewhere.
- To ensure feedback and marking follows school policy and has impact and improves pupil work by giving them clear areas for improvement and opportunities to work on this improvement.
- To take part in the MER (Monitoring, Evaluating and Reviewing) cycles within the department.
- To teach with due regard to current Health and Safety legislation.
- To ensure the well-being of individual pupils and of any class or group of pupils assigned to her / him.
- To act as a form tutor.
- To take part in school improvement activities which may include intervention or enrichment.
- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- To take such part as may be required of her / him in the review, development and management of activities, relating to the curriculum, organisation and pastoral functions of the school.

Appraisal & Continuous Professional Development:

- Ensuring adherence to the Teacher Standards
- Participating in any arrangements within an agreed national framework for the appraisal of her / his performance and that of other teachers.
- Reviewing from time to time her / his methods of teaching and programmes of work.
- Participating in arrangements for her / his further training and professional development as a teacher.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her / his supervision and training.
- Working towards meeting of Threshold Standards or UPS standards, where relevant.
- Undertaking any reasonable direction from the Headteacher.

School Ethos:

For Heathcote staff in general:

- Playing a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same.
- Actively supporting the school's corporate policies and aspirations.
- Adhering to the staff professional code of conduct as developed collectively by staff.

- Complying with the school's Health and Safety Policy and undertaking risk assessments as appropriate.
- Checking emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

CONFIRMATION OF JOB DESCRIPTION

POST: **Lead Practitioner**

NAME:

I confirm that I have read this job description and person specifications

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Signed.....
(Teacher)

Date

Signed.....
(Headteacher)

Date.....