



## JOB DESCRIPTION

<b>Job Title:</b>	Lead Practitioner Teacher
<b>Salary Range:</b>	Lead Practitioner Pay Range Individual Pay Range X to X (5 point range)
<b>Hours:</b>	Full Time OR Part Time 0.XXX full time equivalent
<b>Responsible to:</b>	Headteacher & Senior Leadership Team
<b>Direct Supervisory Responsibility for:</b>	[insert details is appropriate]
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers, External Agencies

### Main Purpose of the Job:

- To work with the Headteacher, Deputy Headteacher and Assistant Headteacher(s) in the day to day management of the school;
- To secure effective education for all pupils and the continuous improvement of teaching and learning in the school;
- To model and lead improvement of teaching skills across the school;
- To take an active lead in curriculum planning, classroom organisation and staff motivation;
- To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document and Teachers' Standards, including the conditions of employment for Teachers and the school's own policies and procedures;
- In addition, you are required to undertake the duties and responsibilities described in this job description which may or may not be included in the STPCD.

### Main Duties and Responsibilities:

#### Leadership and Management:

- Work in very close partnership with and support the Headteacher, Deputy Headteacher, Assistant Headteacher(s) and Head of School in the effective day to day management of the school and school community; and to monitor and evaluate the quality of teaching and standards of pupil achievement;
- Support the Headteacher, Deputy Headteacher, Assistant Headteacher(s) and Head of School to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour;
- Take a leading role in the Senior Leadership Team by having special responsibility for ensuring that the school assesses and monitors the progress and achievement of all children and groups of children. This includes leading in a Subject Area and all forms of national and local assessment and reporting requirements;

- Lead teachers and team leaders in ensuring that all teaching and learning and assessment policies and protocols are in place and up to date and where possible recognised and validated quality assurance awards are secured;
- Assist in the line management of classroom based personnel including timetabling and allocation of classes, duties and tasks, managing and developing roles to ensure the provision of high quality interventions and support for children's progress, achievement, wellbeing and good behaviour;
- Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards;
- Through effective management ensure the efficient running of all day to day aspects of your area of responsibility including effective communication, regular monitoring and feedback, establishing and leading weekly planning meetings, maintaining high quality work environment, fully implementing the initiatives of the Head, Deputy and SLT, and enabling the effective use of teaching assistants and support staff;
- To take the lead in classroom organisation, encouraging all staff to be actively involved in the children's educational opportunities;
- Lead by example in curriculum development, learning and teaching, classroom management, creating a quality learning environment and accessing continual professional development;
- Be a strong advocate for change and champion school improvement;
- Convey a positive "can do" attitude, motivate and inspire staff and present a positive 'united front' to secure successful outcomes of school initiatives;
- To actively support and promote positive and professional working relationships, giving and receiving constructive feedback aimed at developing the quality of relationships and the team's performance;
- To ensure that performance of staff for whom you are responsible is monitored, and that the process of supervision and appraisal, as set out in the school's policies and procedures, is reliably followed and recorded. This includes identifying their training and development needs and making every effort to have those needs met;
- Evaluate the effectiveness of initiatives and strategies within your area of responsibility and across the school, working as part of the SLT to raise standards and improve performance;
- To attend meetings (which may sometimes occur outside education hours);
- There is an expectation that you will communicate information in a clear, legible, objective and professional manner, in a variety of ways, using the required level of confidentiality. This includes the use of email and computer based systems as they come into use.

#### **Teaching and Learning:**

- Demonstration of excellence in teaching and contribute to leading the improvement of teaching skills;
- Establish creative, responsive and effective approaches to learning and teaching and ensure a culture and ethos of challenge and support where pupils can have a voice, achieve success and become highly engaged in their own learning and be enabled to actively support the learning of others;
- Monitor the effectiveness of teaching and learning including teachers' planning, monitoring planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions;
- Take responsibility for those areas identified on the annual staff review – in particular:
  - ❖ improving standards in key areas identified in the school's development plan;
  - ❖ enhancing learning and teaching of key skills across the curriculum;
- To be a proactive and productive member of staff, working co-operatively and altruistically to support the work, aims, and vision of the school;

- Taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- Set and maintain exemplary standards of organisation, teaching, planning, time management, professionalism and effective learning;
- To effectively co-ordinate the work across the school in at least one given subject area or cross-curricular theme as Subject Leader;
- To use effective teaching strategies and lesson structures to deliver the curriculum by:
  - ❖ Being familiar with curriculum requirements and making full use of assessment information to develop, adapt and evaluate teaching strategies to give maximum benefit to a child/young person;
  - ❖ Sequencing and structuring learning experiences and environments to develop organisational and problem solving skills to encourage independent learning;
  - ❖ Selecting and managing resources, using specialised materials including ICT, as appropriate, to enable maximum access to the curriculum and to promote independent living skills;
  - ❖ Ensuring a high standard of display to provide a stimulating and challenging environment.

#### **Strengthening Community:**

- Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement;
- Contribute to the development of the school within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools and services;
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff wellbeing and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school;
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community; to achieve economic wellbeing and to make an active contribution;
- Promote the ethos of the school setting high expectations of yourself in your classroom practice, the whole school, and the wider community and undertake any tasks related to fulfilling these expectations;
- To communicate and consult with parents/carers and other appropriate people, participating in focused meetings regarding children/young people using our services, as required.

#### **Partnership Working:**

- Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communications at all levels within the school and Trust;
- Support a collaborative learning culture and actively engage with other schools, school leaders and partnerships to build effective learning communities;
- Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory;
- Regularly review self-practice, set personal targets and take responsibility for your own personal and professional development;
- To remain vigilant and do everything possible to protect people who use our services and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect;
- To promote a positive image of the Trust whilst representing the school in a professional capacity;

- In the absence from school of the Headteacher, Deputy Headteacher or Assistant Headteacher(s), to assume responsibility for the discharge of the functions of the Headteacher.

**Other Duties and Responsibilities:**

- To act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of occasional work at other sites within a reasonable travel distance;
- To undertake break and other supervisory duties;
- To be responsible for your own continuing self-development and attend meetings as appropriate.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.