Lead Practitioner

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| Salary / grade range | Leadership Scale - L3 - L7 |
| Location | Co-op Academy Failsworth |
| Reports to | Deputy Headteacher / Head of Department |

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| Purpose of role: * To lead, assist and Support the development of the curriculum and pedagogy across the academy. Coaching, development of ECTs and ITT, mentoring, coaching and supporting ECTs and ITT as well as providing coaching, support to the wider teaching staff body and the delivery of CPD where required.
* To lead the development of an area of the curriculum and/or pedagogy in line with academy wide approach (as directed by DHT/AHT).
* To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
* To develop and enhance the teaching practice and pedagogical development of others through instructional coaching and mentoring.
* To ensure the provision of an appropriately broad, balanced and relevant curriculum for students, in accordance with the aims of the Academy and the curricular policies determined by the AGC and Headteacher of the Academy.
* To be accountable for leading, managing and developing an area of the curriculum/pedagogical development area as directed by DHT/AHT
* To effectively manage and deploy teaching, support staff, financial and physical resources within the Subject/curriculum area to support the development Plan within a subject area
* To work with colleagues as appropriate to raise standards of achievement and attainment.
* To play a key part in raising standards by modelling excellent teaching and supporting the professional development of colleagues in a given subject
* To assist in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies and educational developments
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| Key accountabilities (and specific duties / responsibilities):**Quality of Education / Operational / Strategic Planning / Leadership and Management*** Induction of new staff
* To lead/manage/contribute to the provision for ITTs and ECTs in conjunction with AHT responsible for new staff and DHT i/c of Curriculum, Pedagogy and CPD.
* Quality assurance systems for a specific area of responsibility as per the specifics of the role and will include at least 1 of the following: curriculum development and completion, assessment and Responsive Teaching, CPD and development of pedagogical approaches, ECT CPD, ITT CPD.
* Clear communication of deadlines in a specific area of responsibility in terms of curriculum writing, Responsive Teaching, Assessment, ECT mentoring and coaching and ensuring these are adhered to.
* Delivery of CPD and pedagogical development opportunities across the department and where applicable across the academy e.g. Walkthrus
* To actively monitor and follow up student progress.
* To implement Academy policies and procedures, e.g. Health and Safety, Behaviour etc.
* To work with colleagues to formulate aims, objectives and strategic plans for the Subject/curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
* To ensure that Health and Safety Policies and practices, including Risk Assessments, throughout the Subject/curriculum area are in line with national requirements and are updated where necessary, therefore liaising with the Academy’s Resources Manager.
* To delegate tasks appropriately to other members within the Subject/curriculum area e.g. Teachers
* To teach students according to their individual 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 undertake a designated programme of teaching.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* To provide a positive, and conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
* To set high expectations for pupils’ behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school’s Behaviour Policy.
* To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required following school policies.

**Curriculum/Pedagogy Development / Provision and Development**To assist and support the DHT/AHT* To lead the development of an area of the curriculum/pedagogy/coaching/CPD in line with academy wide approach (as directed by DHT).
* To act as a coach in support staff development
* To ensure the provision of an appropriate, broad, balanced curriculum.
* To hold responsibility and accountability for the quality of implementation of the curriculum and/or quality assurance of Schemas and lessons produced, meeting deadlines set by HoS i/c of curriculum and HoD.
* To keep up to date with national developments in relation to curriculum, teaching practice and pedagogy.
* To lead and monitor an aspect/s of curriculum/pedagogical development, within a specific remit, so as to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum as per the academy approach as per direction from the DHT/AHT
* To keep up to date with national developments in the curriculum areas, teaching practice and methodology.
* To liaise with the DHT i.c. Curriculum to ensure the implementation of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Self Evaluation.
* To support the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
* To contribute to the School Improvement Plan and its implementation.
* To plan and prepare courses and lessons.
* To contribute to the whole school’s planning activities.
* 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 school’s Strategic Objectives.
* Lead working groups and projects
* Taking part in other professional development activities
* To lead the learning of others
* With the DHT/AHT and coaching team, lead the development of high quality, learning centred curriculum and pedagogical policies, practices and contribute to schemas which:
	+ Ensure continuity and progression for the learning of all students, actively planning for all student groups
	+ Meet the requirements of the National Curriculum
	+ Ensure methods of assessment, tracking, intervention and reporting improve student learning and achievement

**Continuing Professional Development / Recruitment / Deployment of Staff*** To lead and develop CPD in line with academy-wide CPD priorities: curriculum, pedagogy, Responsive Teaching and Assessment, Feedback and pedagogical development.
* Provide bespoke CPD for ECTs, new and existing staff including mentoring and coaching.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Subject/curriculum area liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Subject/curriculum area.
* To participate in the interview process for teaching and non teaching posts where appropriate and when required and to ensure effective induction of new staff in line with academy procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the academy’s ITT/ECF programme.
* To develop strategies with colleagues to use with students experiencing difficulties
* To keep abreast of the new pedagogy and teaching strategies
* To help to identify and respond to the professional learning needs of staff
* To undertake performance management review(s), acting as a reviewer for staff

**Implementation and Impact / Pedagogical Development / Quality Assurance**To assist and support the DHT/AHT* to ensure the effective implementation and impact with regards to curriculum and pedagogy within a specific area of focus within the department.
* Provide guidance on the choice of appropriate pedagogical approaches to meet the needs of the subject/teacher.
* To quality assure the implementation of the new curriculum and the CPD requirements for effective implementation
* To seek/implement modification, intervention and improvement where required, through instructional coaching approaches.
* To carry out lesson drop-ins and subsequent coaching and support as required
* To implement academy quality procedures and to ensure adherence to those within the Subject/curriculum area.
* To seek/implement modification and improvement where required.

**Impact / Management Information**To assist and support the DHT/AHT/HoD* Contribute to the assessment design and RTP, in line with termly SOW (in conjunction with HOD)
* Working with the HoS/AHT/HoD, ensure the implementation of Responsive Teaching, RTPs and RTMs.
* To make use of analysis and evaluate performance data provided.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To produce reports within the quality assurance cycle for groups of teacher who are being supported

**Staffing*** To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the PPDR process.
* To ensure the effective/efficient deployment of classroom support.
* To work as a member of a designated team and to contribute positively to effective working relations within the school.
* To provide regular feedback to colleagues in a way that enhances good practice and student outcome
* To fulfil a coaching role in school

**Quality Assurance*** To help to implement school quality procedures and to adhere to those.
* To contribute to the process of monitoring and evaluation of the subject area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek, implement modification and improvement where required.
* To review from time to time methods of teaching and programmes of work.
* 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.
* To contribute to team review (including lesson observations), monitoring and evaluation, and the development of working practices

**Management Information*** To maintain appropriate records and to provide relevant accurate and up-to-date information to MIS, 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.
* To produce regular reports on the impact of Lead Practitioner initiatives

**Communication and Liaison**To assist and support the DHT/AHT/HoD* To ensure that all ECTS/ITT/New and existing are familiar with the academy aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of students.
* To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
* To represent the curriculum area’s views and interests.
* To contribute to decisions on exam (Board/Specification/Tier) entries for all subjects within eh curriculum area
* Where appropriate, to communicate and cooperate with persons or bodies outside the school.
* To follow agreed policies for communications in the school.
* To take part in parents’ evenings.
* To contribute to the development of effective subject links with external agencies.

**Management of Resources*** To contribute to the process of the ordering and allocation of equipment and materials.
* To assist the Head of Department 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, subject area and the students.
* To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
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| School Ethos and Other* To be a positive role model for the whole community
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To ensure that appropriate safeguarding procedures are in place
* To participate in the school extra-curricular programme.
* To support the school in meeting its legal requirements for collective worship.
* To actively promote the school’s corporate policies.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To undertake any reasonable additional duties as directed by the Headteacher.
* To contribute to the work of the Trust including working with Primary Colleagues
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| Personal Attributes Required (based on job description): |
| Attributes | All attributes are essential, unless indicated below as ‘desirable (D)’ | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications* Qualified Teacher Status
* Degree
* Experience of teaching in the 11-16 sector. Minimum 4 years with experience of coaching and supporting staff
* Evidence of additional post grade CPD activities
* Advanced skills teacher qualification
 | D | AAAA / I |
| Experience* Awareness/Experience of a competency based curriculum e.g. RSA Opening Minds or L2L
* Prioritise, plan and organise
* Delegate tasks, monitor and evaluate outcomes
* Act as a role model for pupils and staff by setting high personal and professional standards
* Motivate and inspire pupils, staff, parents, governors and the wider community
* Deal sensitively with people and resolve conflicts
* Use appropriate leadership styles in different situations and understand their likely effects.
* To improve the teaching of others
* To be able to work across all subject areas to improve teaching and learning
* To have successful experience of coaching others
* Experience of successfully leading groups of students to achieve targeted accredited levels
 | DD | A / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / I |
| Skills, Ability, Knowledge* Enjoy working with, and for, young people, as well as adults
* Be an outstanding classroom practitioner able to secure pupil engagement in learning
* Have the imagination, energy and capacity for hard work together with an enthusiasm to take on developments and challenges
* Demonstrate the ability to identify tasks, and move projects forward to successful completion
* Possess excellent communication skills. Able to engage a variety of audiences
* Ability to analyse issues and to think both creatively and strategically to solve problems
* Ability to apply and adapt national initiatives in a local context
* A commitment to comprehensive and inclusive education
* Be good at completing tasks, as well as starting them
* Ability to work under pressure whilst maintaining a positive and creative attitude
* To maintain the highest professional standards as per Teacher Standards
* Has an understanding of current educational issues
* Strategies for raising standards
* Effective learning and teaching strategies
* Knowledge of the Secondary Curriculum and National Strategies
* Use data effectively
* Effective user of ICT. Able to use range of management software
* Show awareness of whole school issues
* The ability to translate vision into practice
* Developed partnerships with stakeholders
* Excellent subject knowledge and awareness of the latest initiatives in that subject
* To understand the exam system for given subject
* Evidence of being an outstanding teacher
* To understand and be able to coach others
 | DDD | A / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / IA / I |
| Personal Qualities* Personable, approachable, whilst still inspiring respect and personal and professional credibility
* Sense of humour
* Be willing to contribute to activities outside the timetable
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

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|  | DATE | NAME | POST TITLE |
| PREPARED |  |  |  |
| REVIEWED |  |  |  |
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