



### Job Description

JOB TITLE	Lead Practitioner
JOB FAMILY	Teaching
PHASE	All
RESPONSIBLE FOR	Subject lead

### Job Purpose

Teachers receiving Teaching and Learning Responsibility payments secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. They are accountable for significant, specified responsibilities focused on teaching and learning, that is not required of all classroom teachers.

- All staff are ultimately responsible to the Principal
- Line managed by the senior leader in charge of T&L/Associate
- Leader within subject area

### Duties and Responsibilities

#### Generic Accountabilities (teachers)

- You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document 2012 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Principal.
- All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards.
- Demonstrate a thorough and up-to-date knowledge of the teaching of your own subject and take account of wider curriculum developments which are relevant to your work.
- Consistently and effectively plan lessons and sequences of lessons to
- meet pupils' individual learning needs.
- Consistently and effectively use a range of appropriate strategies for teaching and classroom management.
- Consistently and effectively use information about prior attainment to set
- well-grounded expectations for pupils and monitor progress to give clear
- and constructive feedback.
- Demonstrate that, as a result of your teaching, your pupils achieve exceptionally well relative to the pupils' prior attainment.



- Take responsibility for your professional development and use the outcomes to improve your teaching and pupils' learning.
- Make an active contribution to the policies and aspirations of the school.

**Post of Additional Accountabilities relating to the Teaching and Learning Responsibility.**

You must demonstrate knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self-evaluation, and specifically contribute to those strategies through your own leadership of teaching and learning.
- Principles and practices in relation to managing learning and teaching, people, policy and planning.
- Principles and practices of effective leadership and management of change.
- Principles of curriculum planning and support the Senior Leadership Team by your own working practices.

**Impact on educational progress beyond your assigned pupils/students:**

- You are accountable for the standards of achievement of all those pupils/students you teach. You are also accountable for pupil progress and improvement in teaching practice in the areas specific to your role as agreed.
- Contribute to enhancing the quality of teaching of others.

**Leading, developing and enhancing the teaching practice of others:**

- You will act as a role-model for teaching and learning through quality assurance procedures, whole-school and Trust policies and practices, leading on staff training/intervention and development for whole school priorities in so far as they are appropriate to your work as a Lead Practitioner.
- You should be able to think creatively and imaginatively to anticipate and solve problems and identify opportunities to enhance the quality of teaching practice of others.
- You should devolve responsibilities and delegate tasks, as appropriate and seek advice and support when necessary.

**Specific duties for Lead Practitioner:**

- You will support teaching staff through a range of strategies including: providing teaching resources; model lessons; mentoring/coaching of individual staff/subject



areas; lead on staff training and intervention to support and challenge other teachers.

- You will take a leading role in promoting a learning culture across a number of schools, including cross-phase
- You will support the school's Teaching and Learning policy, and lead in its regular review and monitoring.

#### Other Areas of Responsibility

- Perform first aid duties as and when necessary and ensure that first aid is administered in accordance with the First Aid Policy.
- Assist in the administration of Visits & Residential Weeks.

#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

##### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

##### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

### Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its



Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Office Manager- Secondary

Name:

Signed:

Date: