

Job Description

POST:	Lead Practitioner of English
RESPONSIBLE TO:	Deputy Headteacher
SALARY:	LP2 - LP6
LOCATION:	The Telford Park School
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced
KEY RELATIONSHIPS:	Head of Department, SLT, OLT, Teachers, Parents and external partners and other schools within the Trust.
RESPONSIBLE FOR:	Subject area teaching staff and other relevant personnel within the curriculum area

MAIN PURPOSE:

- A lead practitioner is a teacher who can demonstrate excellence in teaching and whose primary purpose is to model and lead improvement of teaching skills;
- Contribute to the formulation of the subject area aims and policies under the leadership of the Deputy Headteacher and working alongside the Head of Department to ensure that they are translated into action in the classroom
- Secure continuous improvement leading to transformation in the teaching and learning, raising standards and producing the highest levels of student achievement

SPECIFIC RESPONSIBILITIES

<p>Strategic</p>	<p>This is a dual role supporting the developments within the department and the wider whole school development. Working directly with the Deputy Headteacher as a driving force for teaching and learning.</p> <p>The Lead Practitioner would be expected to:</p> <ul style="list-style-type: none"> • Contribute regularly to the coordination, planning and delivery of high quality/ high impact CPD programmes • Support the Deputy Headteacher in the creation of support plans for staff • Coordinate and lead the coaching programme for the school (with other lead practitioners) • Ensure that T&L is high profile within the school • Seek out opportunities for celebrating and sharing best practice in pedagogy within the school • Coordinate and take a lead in show case lessons and peer observations across the school
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	<ul style="list-style-type: none"> • Keep abreast of current developments in teaching and learning and ensure that these are shared and embedded across the school where necessary (including attending SLT/ OLT meetings, leading CPD, advising colleagues and creating a publication and online resource base for T&L) • Contribute to the development of programmes which enhance staff and student performance
Operational	<ul style="list-style-type: none"> • Model excellence in day to day teaching • Collaboratively establish and implement a vision for teaching and learning in the subject area • Collaboratively contribute to the subject area transformation plan under the leadership of the Head of Department • Day-to-Day: <ul style="list-style-type: none"> ○ Contribute to regular subject team meetings ○ Contribute to the direction of the wider school curriculum under the guidance and leadership of the Head of Department ○ Engage in and encourage innovation ○ Implement and operate the school's Health and Safety policy in the subject area • Work with subject staff to ensure the subject reflects the school's ethos and aims • Liaise with Head of Department to ensure ICT enhances student learning
Teaching, Learning & Curriculum	<ul style="list-style-type: none"> • To liaise with Head of Department to ensure the delivery of an appropriate, inclusive, high quality, innovative curriculum programme that is in line with the school's wider plans and enhances them • To liaise with Heads of House to ensure a coordinated approach to learning support for each student • With the Head of Department, be accountable for the delivery of the subject • To constantly explore improvement, innovation and personalisation • To keep up to date with national developments in the subject area including teaching methodologies • Ensure effective targeted intervention systems across KS3 &4 • Contribute to our international dimension • Develop eLearning and work related learning
Staff	<ul style="list-style-type: none"> • Set expectations for staff and students, in the context of school policies, and help them to achieve those standards in relation to: <ul style="list-style-type: none"> ○ Working practices and relationships with students, including the management of behaviour for learning ○ Working practices and relationships with staff, including team working and mutual support ○ The delivery of Ensuring Excellence and in particular our values • Help to identify and respond to the professional learning needs of staff • Provide support for new staff and trainee teachers • Develop effective working relationships with SLT, other leaders and staff in the school • Contribute to an effective support for staff in student disciplinary matters that is in line with whole school disciplinary procedures • Undertake performance management review(s), acting as a reviewer for staff in the subject area. • Participate in recruitment and selection • Act as a positive role model for staff on a day-to-day basis

Communication	<ul style="list-style-type: none"> • To ensure effective collaboration with staff, parents and students • To liaise and work with partner schools and other relevant external agencies • Excite and engage visitors at Open Evenings, and other events • Liaise with partner primary schools to ensure continuity of learning and progression from KS2 to 3, using innovative transition activities
School Self Evaluation	Support the Head of Department in meeting the expectations described in school wide policies, including reporting procedures and deadlines
Resources	<ul style="list-style-type: none"> • Set priorities for expenditure and with the Director of Learning, manage budgets in line with improvement plans • Ensure the effective management of accommodation and learning resources including ICT • Help deploy staff
Other Specific Responsibilities	<ul style="list-style-type: none"> • Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title.

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our ‘non-negotiables’ - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control (‘knowing what to do when they don’t know what to do’) in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - ‘letting your light shine’: All young people achieve things they can be proud of every day in addition to academic success and outside our school’s planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other’s professional and personal wellbeing.

The Trust Board sees all members of the Trust’s staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in relevant subject. • QTS recognised teaching qualification. • Established and evidenced practice as an outstanding teacher over a prolonged period 	
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Working knowledge of KS3 and KS4 syllabus • Specialist knowledge of subject. • A good understanding of the National Curriculum in terms of both content and assessment. • A sensitive understanding of how children learn. • Knowledge and awareness of current issues with regard to teaching. • ICT Literate and able to use data effectively 	
Management Responsibility	<ul style="list-style-type: none"> • Able to manage significant responsibility that is not required of all classroom teachers. • Significant knowledge to focus on teaching and learning. • Knowledge of teacher's professional skills and judgement. • Able to lead, manage and develop a subject area and pupil behaviour/development. • Able to evidence impact on the educational progress of pupils. • Expertise in leading, developing and enhancing the teaching practice of other staff. 	
Skills and Abilities	<ul style="list-style-type: none"> • To motivate students. • To work with other staff in a team. • Awareness of behavioural strategies • Well-developed inter-personal skills. • The ability to work under pressure and meet deadlines. • Able to consistently demonstrate successful and creative teaching including an ability to deliver good lessons. • Keen to try out new ideas. • Able to review, evaluate and learn from own classroom practice. • Able to establish effective working relationships with a variety of Individuals and as part of a team. 	

Personal Qualities	<ul style="list-style-type: none"> • Patience. • Initiative and determination. • Integrity. • Reliability and consistency. • Adaptability and resilience. • Optimism, vision and creativity. • Sensitivity. • Sense of humour. • Able to develop good relationships with others by treating people with respect and leading by example. 	
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Job Description Acknowledgement: I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name	
Employee Signature	Date