

St Mary's CE High School

JOB DESCRIPTION:	Lead Practitioner
Responsible to:	Deputy Headteacher (Standards in Teaching)
Scale:	Leadership scale 2-6
Duties:	The School Teachers' Pay and Conditions Document (Part XIII) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
Post Holder:	This post is aimed at providing the post holder with an opportunity to contribute to the strategic development of the standards of teaching across the school.

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff are also expected to

- support the aims and ethos of the school and have regard to the Church of England character of the foundations of the school and not do anything in any way contrary to the interest of the foundation
 - set a good example in terms of professional dress and appearance, punctuality and attendance
 - take responsibility for personal development and training as a consequence of the performance review cycle
 - attend team and staff meetings as appropriate, contributing actively whenever possible
 - provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
 - actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
 - be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher
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Core Purpose of a Lead Practitioner:

- To promote the Christian ethos of the school, through word and deed
- To support the development of education and teaching standards across a wide range of staff
- To promote and safeguard the welfare of children and young persons
- To build upon the already established high quality of education by effectively managing teaching and learning and using personalised learning to realise the potential of all staff

- To maintain a culture that promotes excellence, equality and high expectations for all staff and students
- To be accountable to the Deputy Headteacher (Standards: Teaching) in providing support for staff in developing their teaching skills
- With the Deputy Headteacher (Standards: Teaching) be responsible for evaluating teacher performance and to identify the priorities that will lead to continuous improving and raising standards
- Actively seek and promote positive and creative solutions to challenges and opportunities
- To ensure equality of opportunity for all
- To ensure implementation of the School's policies and modelling of the highest standards of behaviour and leadership and management
- To support the Deputy Headteacher (Standards: Teaching) in using resources efficiently and effectively to ensure outstanding quality of provision that meets the needs of all staff and students
- To support the Deputy Headteacher (Standards: Teaching) in making sure that leadership is successfully focused on achieving outstanding outcomes for all learners
- To support the Deputy Headteacher (Standards: Teaching) in directing improvement and promote the wellbeing of all learners, and staff, through high quality care and inclusive education
- To create a common sense of purpose among staff and stakeholders

General Leadership Responsibilities:

- To support the Deputy Headteacher (Standards: Teaching) in undertaking:
 - strategic planning which will aid the production and implementation of the Strategic Improvement Plan
 - monitoring and evaluation functions (including internal evaluations)
 - evaluation of teachers' professional strengths and areas for development
 - identifying strengths and successes in provision
 - monitoring of developments in provision and evaluate their effectiveness
 - improvements in school structures, systems and policies
 - enhance the quality of teaching, students' learning and improve student attainment
- To hold teachers to account against standards and agreed targets
- To respond to unplanned situations which arise in the daily running of the school
- To maintain excellent student discipline and support staff, especially in dealing with unexpected incidents or sudden crises and emergencies
- To proactively support and attend whole school events providing leadership and management activities eg., Transition and Open Evenings, school productions etc.
- To prepare information, presentations and reports as requested (e.g. for SLT, ELT, Governor meetings)
- To make a high quality contribution to school Collective Acts of Worship and assemblies, provide support for general Collective Acts of Worship and assemblies and support T&L staff with their leadership of Collective Acts of Worship and assemblies
- At all times to have a high profile proactively modelling the highest professional standards and presence around the school and take an equitable share of lunch time and break time supervision and general school and senior leadership team duties
- To actively promote a positive profile of the school and its work in the local community, including promoting all SMHS policies including those related to areas of responsibility
- To support the Deputy Headteacher (Standards: Teaching) on production, monitoring and evaluation of policies related to areas of responsibility

Specific Responsibilities:

- To deliver whole-school or group INSET to teachers, supporting the development of the school's key priorities (at the weekly after-school CPD sessions and the INSET days)
- To support the development and improvement of these key priorities through lesson observations and constructive, developmental feedback
- To support the school's performance appraisal programme through lesson observations and constructive, developmental feedback
- To support staff induction programmes:
 - To support NQTs to the successful completion of their NQT year through mentoring
 - To support other mentors of NQTs by providing extra evidence for those NQTs (e.g. lesson observation reports)
 - To support Training Teachers to the successful completion of their placement through mentoring
 - To support other mentors of Training Teachers by providing extra evidence for those Training Teachers (e.g. lesson observation reports)
 - To complete relevant paperwork for the NQT/Training Teacher programmes
 - To support staff new to St Mary's during their induction and settling in time, to ensure that they quickly become fully effective members of staff
- To support teacher interviews by observing lessons as part of the interview process as required

January 2021