



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION & KEY ACCOUNTABILITIES

Post Title: Lead Practitioner

Location: Ash Manor School

MAIN PURPOSE OF JOB

To be an exemplar of teaching practice and contribute to the improvement of teaching, raising standards of learning throughout the school as well as carrying out the professional responsibilities of a subject teacher.

POSITION IN ORGANISATION

Position of immediate line manager: Assistant Headteacher

MAIN ACCOUNTABILITIES

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Accountability

- ❖ To work collaboratively with other lead practitioners across the school to support staff and drive improvements in learning and teaching.
- ❖ To teach in subject specialism and undertake all duties associated with this role
- ❖ To undertake all such duties as may be requested by the Headteacher in accordance with the prevailing Teachers' Pay and Conditions Act, and local agreements

Liaison

- ❖ Leadership Team
- ❖ Subject Leaders
- ❖ Students
- ❖ Parents

MAIN DUTIES AND CORE ACCOUNTABILITIES

Learning and Teaching

- ❖ To plan and prepare lessons and teach students as assigned, including the setting and marking of work
- ❖ To assess, record and report on the progress and attainment of students
- ❖ To apply your methods of teaching and to participate in arrangements for further training
- ❖ To maintain good order and discipline among students, safeguarding their health and safety both on and off the school site when engaged in authorised activities
- ❖ To prepare students for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards

Recording and Assessment

- ❖ To provide or contribute oral or written assessments and reports as required for individual students

Leadership

- ❖ To provide coaching, mentoring and induction of teachers, including ECT and trainee teachers, in order to improve teaching practice.
- ❖ To observe teaching practice and provide feedback to improve the quality of teaching across the school
- ❖ To provide in-class professional development for teachers through modelling excellent practice
- ❖ To contribute to the development of ongoing training and staff development activities which improve teacher practice in the classroom
- ❖ To contribute to the development of ongoing training and staff development activities for support staff
- ❖ To assist the Heads of Departments in the organisation and administration of department meetings and training

Relations with Parents

- ❖ To develop and maintain positive home school links in order to support student achievement

Other duties and responsibilities

- ❖ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- ❖ To contribute to the review of School policies as appropriate
- ❖ To provide support for student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour
- ❖ To manage own record keeping in respect of individual students' development, progress and attainment as appropriate
- ❖ To assist with the general pastoral care of the students, including helping students who are sick, distressed or injured
- ❖ To attend relevant meetings and participate in training opportunities and performance development as required

- ❖ To participate in agreed schemes of teacher appraisal, to include all aspects of in-service training in liaison with the school professional tutor
- ❖ To comply with school policies and procedures with regard to Health and Safety, equal opportunities, race equality, conduct and dress
- ❖ To undertake any other duties as may be reasonably required

LINE MANAGEMENT

Shared management/supervisory responsibility for other identified staff in conjunction with the Headteacher/Deputy Headteacher/Assistant Headteacher. Duties will include induction, deployment, training, mentoring and performance development/management

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

