**Bushey Meads School**

**Job Description**

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| **Post Title** | Lead Practitioner - English |
| **Purpose** | * To provide pedagogic leadership within the school
* To play a key role in the raising of standards of teaching and learning across the school and the Trust
* To be a role model for others in the quality of their own teaching and the key areas of assessment for learning, creativity and eLearning
* To support the professional development of their colleagues
* To engage in professional dialogue with specific colleagues to ensure continued improvements in teaching and learning, highlighting any areas for development and resulting in a positive impact on student learning and attainment
* To promote the use of all key teaching and learning strategies and in particular assessment for learning (AfL) techniques, e.g. teacher questioning and dialogue to ensure the highest quality of teaching is promoted and used throughout the school

The Lead Practitioner is expected to meet the previous standards for Advanced Skills and/or Excellent Teachers and will make a major contribution to the leadership of teaching and learning throughout the school and the Trust |
| **Reporting to** | A member of the SLT |
| **Liaising with** | Governors, Headteacher/Senior Leadership Team, teaching and support staff, LA representatives, external agencies, students and parents/carers. |
| **Working Time** | 195 days per year full-time  |
| **Salary/Grade** | Leading Practitioner Pay Spine (fringe) LP1 (£48,723pa) to LP5 (£53,645pa)  |
| **Disclosure Barring Service** | Enhanced with barred list check |
| **MAIN (CORE) DUTIES** |
| **Strategy** | This is a challenging role. Ideally it will be for an outstanding teacher who is able to demonstrate classroom practice that effectively challenges, supports and develops the learning of all students on a daily basis. The post will suit someone who is in a position to work with and support the School Leadership Team in ensuring that appropriate professional development takes place across the school and the Trust to embed good and outstanding practice in relation to teaching and learning and the raising of standards that builds on and develops existing good practice. |
| **Teaching** | **Setting the Standards*** be an outstanding classroom practitioner, with a commitment to obtaining the highest standard of student achievement
* understand the components which comprise outstanding teaching and learning and take responsibility for their own professional development to improve students’ learning
* prioritise and manage their own time effectively, balancing the demands made by teaching, subject management and involvement in school development

**Within and Beyond the Classroom*** set up a high quality learning environment in their own classroom, and model this for other colleagues in order to establish a high quality learning environment across the school and the Trust
* set high expectations of learners’ behaviour, establishing and maintaining a good standard of discipline
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| **Teaching ctd.** | * establish a safe environment which supports learning and in which learners feel secure and confident
* use and model teaching strategies which will stimulate learning appropriate to student needs
* contribute in an exemplary way to the extra-curricular and wider life of the school and the Trust

**Organisation and Interpersonal Skills*** have excellent organisational ability
* ensure that learning objectives are met and that best use is made of the available teaching time
* use teaching methods which sustain the momentum of learners’ work and keep all learners engaged
* mark and monitor learners’ assigned classwork and home learning, providing constructive oral and written feedback, and setting targets for learners’ progress
* use assessment for learning strategies to model the use of effective feedback including peer and self assessment to ensure that learners know how to make progress
* assess and record learners’ progress systematically
* have the ability to deal with students and adults in a professional and effective manner

**Using Data and Self Evaluation Effectively*** be committed to ensuring that every learner is given the opportunity to achieve to their full potential and meet the expectations set for them
* assess how well learning objectives have been achieved and use this assessment effectively to secure outstanding progress
* use comparative data to set clear targets for learners’ achievement
* evaluate their own teaching critically and use this to improve their effectiveness
* achieve their own challenging professional objectives
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| **Staff Development and Recruitment and Deployment of Staff** | **Creating the Climate*** create a climate, which enables staff to develop, challenge and support each other, resulting in positive growth
* take action to build and maintain effective teamwork with high expectations of outcomes
* have proven ability to raise standards of teaching and learning in classrooms other than their own

**Modelling to Others*** demonstrate and model outstanding lessons
* embed the personalised learning culture of the school in their classroom, in order to demonstrate how to move from shallow learning to deep learning
* model and support colleagues in the preparation of up-to-date subject material

**Identifying Needs*** develop a climate for learning and classroom ethos that supports a pedagogy of providing challenge in teaching settings as a basis for improving mainstream practice
* strengthen the evaluation and development of classroom provision in relation to appropriate quality standards
* contribute to the development of effective pedagogy which focuses on personalising learning ensuring progression for all students within and across subjects
* conduct lesson observations and give effective feedback to colleagues about professional performance

**Providing Professional Development Opportunities and Resources** * work with other teachers on classroom management and teaching methods and providing model lessons
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| **Staff Development and Recruitment and Deployment of Staff ctd.** | * build on existing best practice in the school and the Trust to improve the quality of feedback through marking
* act as a consultant to teams of colleagues developing strategies for learners experiencing difficulties
* design and deliver professional development activities including undertaking lesson observations and feedback
* participate in the planning and delivery of focussed Professional Learning Team sessions as required
* lead and deliver professional development/INSET activities
* run workshops and share practice on whole school strategic issues such as behaviour for learning, differentiation, assessment for learning, thematic or contextualised learning, creativity etc
* lead and develop online and virtual professional development activities for the benefit of all staff
* develop resource packs to support existing teaching across the school

**Working Alongside Others*** identify and respond to professional development needs
* develop the use of mentoring/coaching techniques and styles to develop the teaching practice of all teaching staff, their own confidence and the maintaining of positive attitudes
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| **Quality Assurance** | * maintain ‘leading edge’ knowledge through reading, INSET and research to inform their own practice, demonstrating impact in teaching and on students’ learning
* interrogate the available data to support identification and secure effective improvement in teaching and learning across the school
* use the appropriate quality standards to support ongoing review of teaching and learning across the school as part of the school’s improvement plan
* evaluate and report the effectiveness of practice in the school annually, suggesting areas and issues for further improvement
* liaise with the Governors via SLT links as appropriate
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| **Communication** | * establish effective working relationships with all colleagues
* work with school leaders to identify underachievement, evaluate provision and implement an action plan for whole school improvement in the area of teaching and learning
* communicate effectively with professional integrity within and beyond the school community
* initiate strategies which support the professional development of colleagues to improve the standards of teaching and learning across the school
* where appropriate, communicate and co-operate with persons or bodies outside the school
* follow agreed policies for communications in the school
* attend meetings as required
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| **Pastoral** | * contribute effectively and be a role model for others in relation to the support of all students in the school
* model expectations in relation to the role of the form tutor in the school
* inculcate high expectations of themselves as learners
* evaluate and monitor the progress of all students and keep up-to-date student records as required
* contribute to the preparation of action plans, progress files, individual education plans, and other reports as required
* alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
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| **Pastoral ctd.** | * communicate, as appropriate, with parents and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
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| **Curriculum Development** | * understand current developments with regard to curriculum provision in relation to all aspects of teaching and learning
* identify educational research to enhance existing practice as appropriate
* act as a link with other external organisations e.g. Schools Network, PiXL in implementing strategies for dealing with all aspects of teaching and learning and inclusion
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| **Management Information** | * maintain appropriate records and provide relevant accurate and up-to-date information for the school’s management information system
* complete the relevant documentation to assist in the tracking of standards of teaching and learning across the school
* use all relevant information to inform colleagues, members of SLT and Governors as appropriate
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| **Management of Resources** | * contribute to the process of the ordering and allocation of equipment and materials in relation to teaching and learning
* assist colleagues with the identification of resource needs and to contribute to the efficient and effective use of resources across the school
* co-operate with other staff to ensure a sharing and effective usage of resources in relation to the development of outstanding teaching and learning across the school
* co-ordinate and manage the work of other staff including support staff as appropriate
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| **Marketing and Liaison** | * take part in marketing and liaison activities such as Open Evenings, Parent Consultation Evenings and liaison events with partner schools
* contribute to the development of effective subject links with external agencies
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| **Other Specific Duties**: |
| * to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example
* to promote actively the school’s policies
* to continue personal, professional development
* to actively engage in the school’s self-review and evaluation processes
* to actively engage in the school’s Appraisal of Performance processes
* to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate
* to attend meetings as determined in the meetings policy and as directed by the Headteacher
* to undertake any other duty as specified by School Teachers’ Pay and Conditions Document, not mentioned in the above
* to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed
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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students. |
| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

**April 2024**