



## **Job Description Lead Practitioner**

### **OVERALL RESPONSIBILITY**

- To provide pedagogical leadership in digital learning in this school and other schools if required
- To play a key part in raising teaching and learning standards through the quality of their own teaching, and by supporting the professional development of colleagues.
- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning.
- To monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all pupils to achieve their full potential.
- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people regarding the 'Every Child Matters' agenda and Area Child Protection Procedures.

### **SECTION 1 – DUTIES**

#### **GENERAL TEACHING DUTIES**

##### **Teaching and Learning**

1. Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
2. Ensure continuity, progression, and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs and ensure equal opportunity for all pupils.
4. Set homework regularly, (in accordance with the school homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
5. Work with EAL/SEN staff and support staff (including prior discussion and joint planning) to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Support individual learning, including pupils on the subject gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing pupil outcomes regularly.
7. Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success for each lesson.
8. Work effectively as a member of the Department team to improve the quality of teaching and learning, by contributing to the Department Improvement Plan and implementing and monitoring change.
9. Implement new initiatives, school, local or national, by adapting classroom procedures, accordingly, monitoring progress and reflecting on pedagogical outcomes.
10. Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
11. Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem.

##### **Monitoring, Assessment, Recording, Reporting, and Accountability**

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. Track pupil progress, monitoring achievement against targets set, and take appropriate action on pupil outcomes.
3. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.



4. Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
5. Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful, and accurate reports to parents.
6. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy.

### **Subject Knowledge and Understanding**

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programme of study, level descriptors and specifications for examination courses.
2. Keep up to date with research and developments in pedagogy in the subject area.
3. Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
4. Keep up to date with technological change and the use of technology to enhance delivery, and pupil access, to the subject.

### **School Management and Curriculum Development**

1. Take an active part in leadership meetings helping to plan and develop the school's mission statement and policies.
2. Develop and improve digital pedagogy within the school.
3. Take a lead in computing enrichment opportunities for pupils by providing a range of extra-curricular clubs and careers links (lunch time & after school)
4. Work with the careers team to raise awareness and aspirations for computing careers
5. To work with the head of department to develop computing curriculum.
6. To work with subject leaders and the digital co-ordinator to develop digital pedagogy and curriculum across the school
7. Take a lead role in the design, delivery, and implementation of performance management activities, formulating criteria for good practice in procedures.
8. Under the direction of the senior team, work to support priorities identified in the school's Education Improvement Plan.
9. Engage in curriculum development by identifying educational research and applying it to enhance existing practices and use assessment and analysis of results to identify targeted areas for action planning.
10. Prepare and take school assemblies when required
11. Assist in the development of ICT & computing within the school.
12. Use Leadership and Management (LM) time effectively for these purposes.

### **Supporting Staff and Pupils**

1. Disseminate best practice and be an analyst within school improvement teams.
2. Work with other teachers to develop practice by:
  - leading professional development activities.
  - assisting colleagues in matching teaching approaches to learning styles.
  - making videos of model lessons.
  - acting as consultant to teams that develop strategies for pupils experiencing difficulties.
  - supporting staff in their professional development by being a critical friend, providing constructive criticism and further opportunities to develop teaching skills.
  - auditing staff skills and experiences against requirements for change in practice to meet the demands of new initiatives and any requirements leading to successful implementation.
  - trialling teaching procedures, reporting back on successes and areas for further development and be open to colleagues' contributions and judgements.
  - network with professionals at other / similar / feeder schools to enhance learning opportunities for staff.
  - supporting government and local initiatives.



3. Provide structured programmes of advice, support and mentoring for teachers experiencing difficulties, NQTs and graduates on initial teacher training.
4. Maintain a high-profile role within the school demonstrating classroom excellence.
5. Take a lead role in pupil support, providing those in specifically identified groups such as under-achievers, disaffected, and gifted & talented, with workshops and strategies for success.

### **Health and Safety**

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **Continuing Professional Development - Personal**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Demonstrate to others the value of 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; lead collaborative planning sessions; provide additional pupil support or any activity directed by the Headteacher.
4. Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.

### **Continuing Professional Development - Staff**

1. Contribute to the provision of high-quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g., LAs, outside training agencies, etc.
2. Advise on professional development for other teachers and take a lead role in the training and induction of new teachers.
3. Ensure staff practice across the school is up to date with national computing developments
4. Maintain a professional learning portfolio of evidence and learning log to support the Performance Management process of others.
5. Oversee, develop, and implement the school's programme for teacher training with trainee teachers.

## **SECTION 2 - ADDITIONAL DUTIES FOR THIS POST**

The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the school's continuing professional development programme:

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.