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| **Job Specification** |

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| **Academy :** | Leeds West Academy |
| **Job Title:** | **Lead Practitioner (Achievement) – English** |
| **Grade:** | L1-L5 with additional recruitment allowance for an exceptional candidate |
| **Accountable to:** | Area Team Leader (ATL), English |

 **Role:**

Purpose of job: To be a key driver for improving student outcomes, particularly at KS4.

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children’s Act: Every Child Matters guide the work of every adult working at or associated with Leeds West Academy.*

 **General Duties and Responsibilities:**

* To ensure excellent progress is made for different groups of students (e.g. girls/boys, upper/middle/lower, PP/non-PP) and to work with other relevant colleagues in the team to ensure that quality first wave teaching is in place to prepare students for examinations.
* To take the lead on the formulation of approaches to teaching and learning in preparing students for the demands of the new English and English Literature examinations.
* To ensure, through robust quality assurance and moderation, accurate predictions are being made in relation to student progress.
* To develop schemes of work including templates, exemplars, and support materials which can be used across the English team.
* To have a sharp focus on the progress of students at KS4, and to implement necessary high quality teaching strategies to ensure students make rapid progress.
* To coach, mentor and train colleagues in English in conjunction with the ATL.
* To contribute to the management of the English team as negotiated with the ATL, for example through the quality assurance cycle and through performance management of designated staff.
* To be a role model to less experienced colleagues, demonstrating exemplary practice.

 **General Duties and Responsibilities of all Lead Practitioners:**

* To collaborate with ATL and the Senior Leadership Team, as a cross-academy team, generating engagement, involvement and excitement about the drive for classroom improvement
* To use coaching strategies with colleagues as agreed with VP/ATL including observing lessons and providing developmental feedback.
* To deliver whole-Academy / area team / school based training events as planned in the calendar.
* To provide demonstration lessons as agreed, with the purpose of improving the performance of LWA staff.
* Develop resources for the Academy VLE.
* To contribute to the development of whole-Academy improvements in specific areas outlined in the ADP, e.g. literacy/numeracy.
* To understand the impact of the use of data on student progress and its uses in enhancing classroom performance.
* To demonstrate good practice in the use of ICT and multi-media tools to engage students, coaching colleagues as required.
* To participate as performance managers in the management of specific colleagues within the structure as necessary.
* To liaise / network with postholders at other WRAT academies to develop best practice models within area of responsibility.

 **Classroom Teachers - Expectations of all Academy staff:**

* Ensure good and better progress for all students within groups taught through the planning and preparation of high quality lessons which engage, motivate and support learners and adhere to the Academy Teaching and Learning Standard
* Strive to deliver a consistently good standard of teaching
* Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from students
* Consistently apply the academy behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the academy
* Assess, record and report on the development, progress and attainment of students within the Area Team and Academy ARR schedule
* In consultation with the Area Team Leader, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability, in accordance with the Area Development Plan
* Be a home-team coach for a specified group of students, establishing the rapport necessary to support their social, emotional and citizenship education and development
* Within the Area Team, make a strong contribution to agreed PSHCE areas as designated to the subject area through ‘immersion’ curriculum experiences
* Contribute to the wider life of the academy by participating in the provision of Extension, Enrichment and Enhancement activities through the planned programme
* Attend meetings, including parents’ consultation sessions, and fulfil duties on rotas as specified in the Staff Handbook
* Implement all Academy policies with regard to registration, student absence, student uniform, use of planners and other routines detailed in the staff handbook
* Observe Academy rules relating to the safeguarding of students, health and safety requirements, and equality policies
* Participate in full staff and area meetings, actively contributing to Academy decision making and consultation procedures
* Participate fully in the Academy Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the Academy’s goal to be an outstanding place of learning
* Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure the Leeds West Academy is a pleasant, positive place to learn and work

 **Equal Opportunities:**

* To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
* To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

 **Generic Staff Requirements:**

* Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
* Adhere to the principles expressed in the aims of the Academy and its mission statement
* Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
* Be a positive, collaborative team member
* Apply Academy policies in all aspects of the role
* Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through the The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

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| **Signed** |  | **Dated** |  |