



Job Description

CORE Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job Title: Lead Practitioner - English	Salary Range: MPS / UPS + TLR 2c
Accountable to: Headteacher, Senior Leadership Team	

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Job Purpose:

To be a model of excellent practice, maintaining a clear focus on outstanding delivery to our learners ensuring a centre of best practice and excellence. Have cross Academy focus on teaching and learning, contributing significantly and consistently to the implementation of the Academy Teaching and Learning strategy.

Main Responsibilities:

- To contribute to the induction and mentoring of new staff, coaching, staff development, research projects, curriculum developments, leading edge practice and Academy initiatives.
- To be clearly focused on developing best practice, promoting teaching of the highest standard through sharing good practice, coaching and promoting wider professional development.
- The post holder will be expected to work in close collaboration and liaison with the Senior and Advanced Practitioners, Headteacher and Leadership Team.
- The post holder is expected to support the Academy's aims, to be familiar with Academy policies and procedures and reinforce these with all stakeholders as appropriate.
- The post holder shall have the relevant professional duties and take wider responsibilities relating to strategic direction and development, teaching and learning, leading and managing staff and efficient and effective deployment of staff and resources in consultation with the Headteacher.

Other Responsibilities:

Strategic Direction and Development

- Contribute significantly to the implementation of Academy policies and practice and promote collective responsibilities.
- Creating an environment where learners and staff develop and maintain positive attitudes towards teaching and learning.
- Support in a range of subject/curriculum quality assurance activities.
- Be involved with curriculum review, evaluation and setting of improvement foci.
- Use statistical data and other information effectively in order to provide: a comparative baseline for evaluating learners' progress and attainment; a means of judging the effectiveness of teaching; a basis for improving teaching and learning. Reporting regularly to the Advanced and Senior Practitioners on progress and plans.
- Contributing to the Academy Improvement Plan and establishing an effective Teaching and Learning Improvement Planning Cycle to meet Academy strategic priorities.

Teaching and Learning

- Have an extensive knowledge and understanding of how to use and adapt a range of teaching and learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- Developing the curriculum areas in order to provide opportunities for all learners to achieve their potential; introducing, planning and implementing new courses of study to meet 14-19 curriculum initiatives and KS3 developments.
- Have a detailed knowledge and understanding of their subject/curriculum areas and related pedagogy and practice including how learning progresses within them.
- Have a working knowledge of the key learning skills and competencies and ensure all learning opportunities are planned to develop the whole learner
- Ensuring appropriate, challenging and differentiated programmes of Study and Schemes of Work are in place for all teaching groups and related courses.
- Be flexible, creative and adapt at designing learning sequences within lessons and across lessons that are effective and consistently well matched to learning objectives and the needs of learners and which integrate recent development, including those relating to subject/curriculum knowledge.
- Securing and sustaining effective teaching of subjects through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the Academy's monitoring evaluation and review cycle through lesson observations, feedback to teaching staff, work sampling, student interviews and written reports to the Headteacher and Leadership Team as necessary.
- Ensuring teaching and learning objectives are clear to all members of the curriculum team.
- Ensuring effective development of students' literacy, numeracy and ICT skills within the subject.
- Contributing to the teaching of Citizenship, Enterprise Education and Work Related Learning within the subject area.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for subjects and curriculum areas, including those related to public examination.
- Have an up to date knowledge and understanding of the types of qualifications and specifications and their suitability to meet learners' needs.
- Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of all learners.

Leading, Motivating & Developing

- Promote collaboration and work effectively as a team member.
- Provide effective support, challenge, information and professional development for all staff.
- Establish clear expectations and high standards of professionalism and collaboration across the subjects.
- Contribute to the Academy's PM policy where required.
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing feedback to develop the professional effectiveness of colleagues.
- Providing structured support and assessment for NQT and ITT trainees to enable them to meet the relevant professional standards.
- Working in collaboration with the SEN staff to ensure that Individual Education Plans and Pastoral Support Plans are used to set subject specific targets, as required.

Deployment of Staff and Resources

- Using appropriate resources, in consultation with the Academy Headteacher and Leadership Teams, for effective, efficient and safe teaching and learning within the subject area; accommodation, staff, time, courses, development opportunities, ICT equipment
- Deploying accommodation to effectively meet the teaching and learning needs across the Academy.
- Ensuring a safe working and learning environment through application of appropriate risk assessments

Other

- The post holder will be expected to evidence achievement and gain accreditation against threshold and post threshold standards.
- The post holder will be subject to performance objectives which will be agreed and reviewed annually.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Headteacher.
- Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the CORE Education Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder's line manager.

People

- The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.

Staffing

- Responsibility for employees with the Academy, as directed by the Headteacher.

Financial

- No financial responsibility other than a responsibility to report to the Headteacher, Chair of Governors, CORE Education Trust any financial risks identified e.g. cash not secured, potential theft or impropriety.

Physical Resources

- The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

Special Conditions of Employment**Rehabilitation of Offenders Act 1974**

- This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction, caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

- CORE Education Trust is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

Training and Development

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.
- This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
- This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.