

Bedford High School

A Business and Enterprise College

To Care To Learn To Achieve



Job Description

Role Title:	Lead Practitioner - Mathematics
Salary:	Pt. 4 - 8
Reports to:	Deputy Headteacher via Head of Faculty
Date:	September 2019

1. INTRODUCTION

1.2 JOB TITLE: **Lead Practitioner Mathematics**

1.3 JOB PURPOSE: Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher in accordance with Teachers' Standards.

To develop and enhance the teaching practice of others and improve the quality of teaching and learning in your department and the wider school community.

To facilitate the sharing of best practice.

Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area.

Monitor and support the overall progress and development of students as a teacher/ Form Tutor.

Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To raise standards, achievement and attainment in your subject specialism (in conjunction with the Subject Leader).

To coach others and encourage the development of coaching and collaboration to improve teaching & learning amongst colleagues.

To promote the development of curricular links internally and externally, including but not exclusively with primary and other schools as appropriate.

To promote a wide range of enrichment/extra curricular activities in relation to teaching & learning.

Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

1.4 Line Management: Reporting to – Deputy Headteacher via Head of Faculty

1.5 Liaising With: Headteacher, senior leadership team, teachers and support staff, LA representatives, external agencies and parents.

1.6 Salary Scale: LP1-4

2. TEACHING

- 2.1 Teach, students according to their educational needs, including the setting and marking of work in accordance with school and department policy.
- 2.2 Working collaboratively with subject colleagues to improve the quality of lesson planning and resources and making direct contributions to the Departmental Self-Evaluation Form.
- 2.3 Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 2.4 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.5 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- 2.6 Undertake a designated programme of teaching.
- 2.7 Ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.8 Prepare and update subject materials.
- 2.9 Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.10 Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.11 Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- 2.12 Following all agreed recording and reporting arrangements to parents according to school policies, calendar dates and deadlines.
- 2.13 Meet the statutory teacher standards.

3. STRATEGIC/ OPERATIONAL ASPECTS PARTICULAR TO THE ROLE

- 3.1 To support in the development of appropriate specification, resources, schemes of work, marking policies and teaching strategies in the curriculum area and faculty.
- 3.2 To assist in monitoring and following up student progress in your subject specialism.
- 3.3 To provide model lessons.
- 3.4 To produce high quality teaching materials.
- 3.5 To advise on classroom organisation and teaching methods.
- 3.6 To support teachers experiencing difficulties.
- 3.7 To support colleagues to improve their practice.
- 3.8 To spread good practice based on educational research.
- 3.9 Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement which identifies priorities and targets for ensuring that students achieve high standards and make good progress.
- 3.10 Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development.
- 3.11 To take an active part in the planning, development and delivery of the school's CPD programme.
- 3.12 To identify, through drop-ins and lesson observations, key pedagogical areas for improvement across the school and work with all members of staff to develop these areas through work directly in the classroom and CPD sessions.
- 3.13 Lead a structured programme to provide clear feedback, good support and sound advice to other teachers to improve their performance.
- 3.14 To ensure that all members of staff have an understanding what an outstanding lesson is and as part of their development, do shared observations to ensure consistency of judgements.
- 3.15 To motivate and support colleagues to improve their effectiveness, address their developmental needs and other issues arising out of the performance management process.
- 3.16 Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school.

4. CURRICULUM PROVISION

- 4.1 Liaise with the Head of Faculty, the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives

5. CURRICULUM DEVELOPMENT

- 5.1 Lead in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.
- 5.2 To support curriculum development within the faculty .
- 5.3 To keep up to date with national developments in the subject area and teaching practice and methodology generally.
- 5.4 To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.5 To work in conjunction with SLT and curriculum leaders to ensure high standards of teaching and learning and the development of teaching and learning strategies.
- 5.6 Create and maintain a climate to secure good teaching, effective learning and high standards of achievement.

6. STAFFING

- 6.1 To work with the Subject Leader and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 To promote teamwork and to motivate staff to ensure effective working relations.
- 6.3 To ensure the effective deployment of classroom support.
- 6.4 Lead professional development of staff through example by modelling good practice in your subject specialism area including pedagogic strategies, classroom management both in school and with partner primary schools.
- 6.5 Take a lead role in the organisation and delivery of INSET.
- 6.6 Take a strategic role in the school's coaching and mentoring systems in order that best practice is disseminated throughout the school.
- 6.7 Motivate and enable all staff to carry out their roles to the highest standard through advising on high quality continuing professional development based on assessment of needs.
- 6.8 Implement performance management arrangements in line with the school policy.
- 6.9 Participate in the interview process for posts when required.
- 6.10 Take responsibility for own professional development.

7. QUALITY ASSURANCE

- 7.1 To assist in the process of the setting of targets within the faculty and to work towards their achievement.
- 7.2 To help to establish consistent high standards of practice within the faculty and develop the effectiveness of teaching and learning styles.
- 7.3 To implement school quality procedures and to ensure adherence to those within the faculty.
- 7.4 Assist the SLT in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
- 7.5 Ensure the effective operation of quality assurance systems, participating in the School's self review process.
- 7.6 Contribute to the school procedures for lesson observation and departmental review and ensure adherence to those as delegated by the Headteacher.
- 7.7 Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required.

8. MANAGEMENT INFORMATION

- 8.1 Maintain appropriate records and to provide relevant accurate and up-to-date information when requested.
- 8.2 Complete the relevant documentation to assist in the tracking of students.
- 8.3 Track student progress and use information to inform teaching and learning.
- 8.4 To assist in the use of analysis and evaluation of performance data.
- 8.5 To assist in the production of reports on examination performance, including the use of value-added data.
- 8.6 To assist in the identification of exam entries within the faculty.

- 8.7 Make explicit to relevant stakeholders the school's high expectations that all students can succeed.
- 8.8 Seek out and use national, local and school data, OFSTED evidence and research findings in professional and school development.
- 8.9 Provide information to support the school's SEF.
- 8.10 Provide the Headteacher and the Governing Body with information relating to delegated areas of responsibility concerning performance and developments.

12. SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 12.2 Promote the school positively at all times.
- 12.3 Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- 12.4. Any other duty deemed by the Headteacher to be appropriate to this post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.