



OUR LADY & ST JOHN CATHOLIC COLLEGE

Job Description

Post Title:	Lead Practitioner: History
Status:	the post holder is accountable to the Assistant Headteacher
Working Time:	The post holder must be available for work as outlined in the School Teachers' Pay and Conditions Document
Purpose:	<p>The post holder is required to meet the conditions laid out in the School Teachers' Pay and Conditions document and the Guidance on School Teachers' Pay and Conditions, particularly in the below areas:</p> <ul style="list-style-type: none">• Professional Responsibilities• Health, Safety and Well-being of pupils• Professional Development• Communication• Working Time <p>To carry out the functions of a teacher at OLSJ in accordance with the stated aims and objectives of the school and the department and to contribute to departmental improvement in accordance with the aims of the School and Departmental Improvement Plans. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none">• To plan, prepare and teach assigned lessons to students according to their educational needs.• To set and mark appropriate written work according to department policy, including for any subsidiary subject.• To assess, record, and report on the development, progress and attainment of students assigned within the guidelines of the Staff Handbook and assessment policy of the school.• To promote and facilitate the general progress and well-being of individual students in assigned groups providing appropriate educational guidance on matters relating to their subjects.• To participate in department meetings, appropriate school development meetings and INSET.• To participate in the school's appraisal arrangements.• To adhere to the school's and department's Health and Safety policy and procedures.• To be a Form Tutor of an assigned Form Tutor Group and to carry out

	<p>related duties in accordance with the general job description of a Tutor.</p> <ul style="list-style-type: none"> • To carry out the duties defined in the Lead Practitioner duties attached. • Any other tasks that are reasonably requested within the area of this responsibility.
Lead Practitioner Duties	<ul style="list-style-type: none"> • Meet weekly with line manager to provide regular feedback on QA work and help determine departmental priorities. • Contribute to the CPD for all departmental staff and specific departmental staff as appropriate. In particular, provide CPD focused on KS4. This would include supporting the member of staff responsible for the induction of NQTs and trainee teachers, non-specialists and those new to the department. • Take a lead role in KS4 planning and monitoring and on a regular basis undertake a KS4 work scrutiny and learning walk to provide QA information to the HOD. • To help develop and contribute towards high-quality materials for teaching at KS4 which offer exemplar material to other teachers within the department. • Use KS4 tracking data to support the HOD when determining the deployment of resources for targeted intervention and strategies • Coordinate the KS4 catch up intervention work. • To support performance management and contribute to the assessment of other teachers against professional standards as required. • To participate in the development of ICT use across the department, including individual staff development and use of ICT in learning and teaching. • To participate in other department or whole-school school improvement activity as directed by the Head of Department or Leadership Team of the school. • To support other Humanities staff in developing their practice. • To take a lead role within the school teaching and learning team and work closely with the Director of Learning to help shape school strategy for improvement in teaching. • To be deployed, as directed by the Leadership Team of the school, to support the development of other members of staff outside of the department.
Quality Assurance	<ul style="list-style-type: none"> • Participate in arrangements for their own further training and professional development
Management Information	<ul style="list-style-type: none"> • To ensure the continued delivery of high-quality Teaching and Learning • To exercise professional skills and judgement • To impact on the educational progress of pupils
Communications	<ul style="list-style-type: none"> • To ensure effective communication as appropriate with the parents of students

Teaching	<ul style="list-style-type: none"> You are required to carry out the statutory duties of a school teacher as set out in your contract
Additional Duties	The post holder will support the distinctive Catholic mission and ethos of the school

NOTE: The post holder must carry out their duties with full regard to the school's policies and in particular, Equal Opportunities, Health and Safety *and Code of Conduct* policies.

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.