

Lead Teacher

Job Description

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Level: TLR 2b Spot salary: £4,701

Post title: KS4 Lead for Science (second in dept.)

1. Job Purpose and Key Accountabilities

The role of lead teacher is to lead the quality of teaching in the curriculum area. This includes the development of the schemes of learning, the quality of classroom practice, the effectiveness of marking and feedback and the overall impact of teaching on pupils' progress.

- (a) All staff are ultimately responsible to the Principal.
- (b) Line manager – Associate Leader for Science

2. Generic responsibilities (teachers)

All staff are expected to:

- 2.1 Carry out the duties of an Academy teacher as set out in latest Pay and Conditions Document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Principal.
- 2.2 Uphold the Academy's principles and policies which underpin good practice and the raising of standards.
- 2.3 Demonstrate a thorough and up-to-date knowledge of the teaching of your subject, develop thinking tools for your subject and take account of wider curriculum developments which are relevant to your work.
- 2.4 Consistently and effectively: plan lessons and sequences of lessons to meet pupils' individual learning needs; use a range of appropriate strategies for teaching and classroom management; use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and constructive feedback.
- 2.5 Demonstrate that, as a result of your teaching, your pupils achieve well relative to the pupils' prior attainment.
- 2.6 Take responsibility for their professional development and use the outcomes to improve your teaching and pupils' learning.

- 2.7 Contribute to the implementation of the policies and aspirations of the Academy.
- 2.8 Maintain appropriate records for classes taught to provide information on the progress of pupils and to report to parents.
- 2.9 Communicate effectively with the parents of students as appropriate, including during parents' evenings and Information Evenings.
- 2.10 Be a form tutor.

2b. All teachers accessing a TLR must meet the National Standards for teachers.

3. Post of Additional Accountabilities relating to the Teaching and Learning Responsibility.

Lead teachers are expected to:

- 3. 1. Demonstrate a knowledge and understanding of the Academy's improvement plans; processes and systems for quality assurance; principles and practices in relation to managing learning and teaching including the use of ICT for teaching and learning.
- 3. 2. Be accountable for the standards of attainment and achievement for an assigned Key Stage and/or Significant Curriculum development in their curriculum area.
- 3. 3. Ensure curriculum coverage, continuity and progression in the assigned Key stage/curriculum area for all pupils, and all groups of pupils.
- 3. 4. Evaluate the teaching of the subject in the Academy and use this to identify good practice and disseminate this, whilst also identifying areas for improvement and take action to improve further the quality of teaching and learning.
- 3. 5. Ensure students develop necessary thinking skills, facilitate independent learning, ensure awareness for the responsibility of citizenship, personal, social, moral and cultural development.
- 3. 6. Provide guidance on appropriate teaching and learning strategies to meet the needs of all students.
- 3. 7. Help staff achieve constructive working relationships with students and parents.
- 3. 8. Establish clear expectations and constructive working relationships among staff involved in your curriculum area, including team working and mutual support, devolving responsibilities and delegating tasks, as appropriate; evaluating practice, developing an acceptance of accountability.
- 3. 9. Performance manage staff within the curriculum area and mentor staff where appropriate e.g. staff who are NQTs, ITT, TeachFirst or School Direct students.
- 3. 10. Act as a role-model for professional standards and support through high quality professional development: coaching, mentoring and using external quality assurance.

3. 11. Liaise with SENCO and appropriate senior staff and governors regarding standards, behaviour, targets, plans and priorities for improvement for your key stage/ curriculum area.
3. 12. Support the Associate Leader to use accommodation to create an effective and stimulating environment for teaching and learning of the curriculum area.
3. 13. Ensure that there is a safe working and learning environment in which risks are properly assessed in the assigned area of responsibility.

Generic Duties relevant to all members of staff

1.1 The Trust

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Your role will be based at The Portsmouth Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments,

including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

1.6 Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Executive Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.