

Walkden High School

Job Description

WALKDEN HIGH SCHOOL
TEACHING STAFF JOB DESCRIPTION
SEPTEMBER 2017



Name of Post Holder :

Post Title :

ACTING LEAD PRACTITIONER

Grade:

LP3 – LP7

Post Purpose:

- To assist and support pupil academic progress and emotional development within the Zone
- To work with colleagues, as appropriate, to raise standards of achievement and attainment.
- To promote the full ECM agenda within the Zone and throughout the school
- To support Zone Leader in the transition process of pupils from KS2 to KS3 to KS4 to KS5
- To enhance teaching and learning across the school
- To coach and mentor staff towards achieving outstanding teaching and learning
- To play a key part in raising standards by modelling excellent teaching and supporting the professional development of colleagues in the Zone and School
- To assist in the creation, consistent implementation and improvement of schemes of learning which encapsulate key school learning strategies and educational developments

Reporting to:

Zone Leaders of respective Zones

Liaising with:

Headteacher, Senior Leadership Team, Zone Leaders, teachers and support staff, LA representatives, external agencies and parents

Working time:

Full time

Salary/Grade:

Lead Practitioner pay scale

Disclosure Level:

Enhanced CRB

MAIN (CORE) DUTIES

Teaching

- To teach students according to their individual educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To provide a positive, and conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's Behaviour Policy.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
To mark, grade and give written/verbal and diagnostic feedback as required following school policies.

Operational/Strategic Planning

- To support the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the respective Zones.
- To contribute to the School Improvement Plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- With the Curriculum Leader and Teaching and Learning Co-ordinators, lead the development of high quality, learning centred Teaching and Learning policies, practices and contribute to Schemes of Learning which:
 - Ensure continuity and progression for the learning of all students, actively planning for all student groups (eg. G&T, EAL)
 - Meet the requirements of the National Curriculum
 - Ensure methods of assessment, tracking, intervention and reporting improve student learning and achievement

Curriculum Provision

- To assist the Zone Leaders to ensure that the Zones provides a range of teaching which complements the school's strategic objectives

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure its continued relevance to the needs of students, examining and awarding bodies and the school's Strategic Objectives
- Lead working groups and projects.
- Taking part in other professional development activities.
- To lead the learning of others

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in relevant areas including subject knowledge and teaching methods.
- To engage actively in the appraisal process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To provide regular feedback to colleagues in a way that enhances good practice and student outcome

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the Zones in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To contribute to team review (including lesson observations), monitoring and evaluation, and the development of working practices

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information to MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To produce regular reports on the impact of Lead Practitioner initiatives

Communication & Liaison

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in parents' evenings.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Zone Leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure the sharing and effective usage of resources to the benefit of the school, Zone and the students.

Pastoral System

- To fulfil responsibilities as a Form Tutor by acting upon issues of absence and punctuality and monitoring students' preparation for work in terms of uniform, equipment, Student Planner and Behaviour for Learning.
- To work with Year Leaders to ensure the implementation of the school's pastoral system.
- To monitor and evaluate the progress of students, including Every Child Matters outcomes, maintaining accurate student records as required.
- To contribute to PSHE, citizenship and enterprise provision according to school policy.
- To contribute to extra-curricular provision.

CPD

- To lead continuing professional development activities.
- To hold workshops as part of the school's CPD programme.
- To match teaching approaches to student learning styles
- To demonstrate model lessons
- To team teach
- To develop strategies with colleagues to use with students experiencing difficulties
- To keep abreast of the new teaching and learning strategies
- To help to identify and respond to the professional learning needs of staff
- To undertake appraisal review(s), acting as an appraiser for staff

School Ethos and Other

- To actively support the Walkden High School ethos.
- To apply Walkden High School routines and expectations consistently so that they are coherent for all of our students.
- To act as a role model, taking responsibility and never assuming others will take control, consistently challenging students and staff at **all** levels not following the “Walkden Way”.
- To demonstrate professional characteristics at all times with all stakeholders, colleagues, students and parents.
- To be a positive role model for the whole community
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To ensure that appropriate safe-guarding procedures are in place.
- To participate in the school extra-curricular programme.
- To support the school in meeting its legal requirements for collective worship.
- To promote actively the school’s corporate policies.
- To comply with the school’s Health & Safety Policy and undertake risk assessments as appropriate.
- To undertake any reasonable additional duties as directed by the Headteacher

Signatures :

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 below 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 in line with the school’s changing needs.

Signed (Teacher)

Signed (Headteacher)

Dated (Teacher)

Dated (Headteacher)