

JOB DESCRIPTION

Job Title: Lead Practitioner - Science

Grade: Leadership Scale - Points 4-7

Reporting to: Subject Leader/Assistant Headteacher/Deputy Headteacher

Location: Crofton Academy (Castleford Academy Trust)

Role:

- An outstanding Lead Practitioner to inspire, guide and advise on best practice in the Academy. To work within a teaching and learning team and in conjunction with the Assistant Headteacher (Teaching & Learning) support whole school improvement.
- An outstanding Teacher of Science who can promote and enhance the quality of Science teaching and learning across all key stages and work collaboratively to achieve 'outstanding' teaching and learning across the whole school.

Overall Responsibility:

- To share your practice with others in a constructive and collaborative manner both in Science and across whole school.
- To support teachers when teaching is not yet 'good' by accurately highlighting strengths and areas for improvement and formulating support plans/coaching plans to support improvement.
- To support leaders to plan, implement and report on their area of responsibility.
- To contribute to the strategic development of the Academy by implementing both department and whole school initiatives that promote outstanding outcomes for pupils.
- To support the Head of Science who is accountable for all year groups in their effective and efficient management of the department and deputise where appropriate.
- To support the Head of Science in the delivery and development of teaching and learning in the Science department, ensuring that each student is positively encouraged to develop fully.
- To support the Head of Science/2nd in Science to maintain an overview of work being completed along with progress, target and actual levels at all key stages.
- Actively contribute to help to raise standards of student attainment and achievement within the whole department and help to monitor pupil progress.
- Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing body and Headteacher of the academy.
- Assist with the development and enhancement of the teaching practice of others

Effective Leadership

Use Leadership and Management (LM) time efficiently to set high levels of expectation, maintaining the highest possible standards and to deliver Academy aims.

Strategic

- Contribute significantly in developing and articulating a coherent vision for teaching and learning, showing a commitment to continuous improvement and short, medium and long term planning in line with the Academy Development Plan.
- Communicate any developments and educational initiatives/strategies to the Science department.
- Provide leadership and support in the improvement of high standards of professional practice.
- Contribute to the development of curriculum, assessment and teaching and learning policies within the department in line with changes to the National Curriculum.
- Identify the strategic & departmental training needs for individual team members Continued Professional Development.
- To support the Head of Science/2nd in Science with intervention plans to ensure all pupils at Key Stages make better than expected progress.

Leadership & Management

- Contribute to the overall strategic direction and delivery of the department's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the department and the Academy.
- To initiate and participate in departmental and whole school coaching including observation to assist colleagues' performance and aid collaboration and sharing of good practice.
- Lead, direct and develop staff for the continuous improvements in the quality of teaching and learning by motivating and enabling colleagues to share best practice across the department.
- Champion best practice in this area, demonstrating teaching skills and leadership qualities necessary to command respect and encourage commitment to raising standards.
- To provide consistent professional support, guidance and encouragement and act as a role model for colleagues within the Science department and our Academy as a whole.
- Use your observations to contribute to the evaluation of the Science department performance and overall effectiveness.
- Play a major role in the Academy's middle management structure in creating a vision, sense of purpose and pride about the Science Department and its work.
- Contribute to the Science Development Plan and Self Evaluation Form.
- Setting aspirational targets for all pupils and plan provision to achieve them.
- Demonstrate strong leadership through strategic and analytical capabilities, in the development of all aspects of the Academy, including its policies and their implementation.
- Keep a high profile around Academy, taking command of areas at change of lessons and being visible and active during non-structured time.
- Work alongside a member of SLT (Assistant Headteacher or Deputy Headteacher) on a whole school strategy to improve Teaching & Learning for a specific group of students e.g. disadvantaged, KS3, low prior attainment, etc.
- Develop and maintain effective methods of communication with the Headteacher, SLT, other staff, pupils, parents, governors, external agencies and the wider community (including business and industry), etc.
- Identify and celebrate areas of success for individual teachers and the Science Department.
- Assist in the creation of an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. aiding the Leader of Science when writing the Department Development Plan and producing resources as a team.
- Provide input into the agenda for outstanding department meetings. Ensure Teaching and Learning is a high priority at all meetings.
- Implement Academy assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in Science.

Subject Programme

In conjunction with other department leaders, maintain balance; meeting departmental aims, National requirements and providing continuity and progression.

Curriculum

- Keep abreast of National developments within your subject area and liaise with the HOD in making the most appropriate decisions that maximise the chance of success for every pupil.
- Provide and deliver appropriate syllabuses, schemes of work, homework programmes and activities all of which are properly differentiated, stimulating and stretching for each pupil.
- Support the HOD in allocating pupils to teaching sets, maintain a pattern of pupil assessment in line with Academy & department policy, including written and practical tasks and internal examinations; monitor quality and presentation of homework, progress and performance in relation to ability; promote department strategies to encourage excellence.
- Contribute to department schemes of work which relate directly to the programmes of study and syllabuses. These schemes of work must contain information on the knowledge, understanding, skill, attitudes and experiences required of the students; how students will develop or acquire the knowledge etc. and how acquisition will be assessed.
- Ensure familiarity with the range of examination syllabuses within the subject area to allow successful progress from KS3 to KS4, along with an understanding of KS2 to enable transition.
- Follow departmental strategies and procedures (using national and Academy guidelines) for teaching and learning for pupils with special educational needs.
- Follow department guidance which identifies and supports the subject cohort of Gifted and Talented pupils by developing teaching strategies to meet their needs, sharing good practice, tracking pupil progress and setting specific departmental targets for the group.
- Contribute to the provision of boosters, workshops and 1to1 tuition within the department.
- Undertake such other tasks as may from time to time be required within the overall purpose of the post.

Teaching/Teacher Performance

Aspire to high quality teaching (Outstanding) and assessment through a range of relevant learning situations and maintaining the highest possible standards of discipline and pupil/teacher co-operation.

As a Subject Teacher

- Prepare, develop and deliver lessons in the timetabled subject, according to the schemes of work agreed within the department.
- Monitor and record the performance of students.
- Foster and maintain high standards of effort and discipline amongst the students and follow appropriate procedure when pupils fail to follow Academy rules
- Encourage effective learning by the appropriate use of formative assessment, clear target setting in both school and homework, and developing teaching and learning styles which enable participation by the students and which enable maximum performance in personal development and in public examinations.
- Build a working relationship with form tutors to enable effective communication on matters which concern members of their Tutor Group.
- Foster an atmosphere of mutual respect with students in all classroom activities.
- Develop and foster good working relationships with all staff - teaching, support staff and external service providers.
- Be involved in all development work undertaken by the department, in producing schemes of work, programmes of study, schemes of assessment, or any such similar materials.
- Display work or materials which enhance the learning environment.
- Adhere to and support all published policy statements.
- Take part in the processes of performance management as required
- Contribute positively to the extracurricular life of the Academy.

Teacher Performance Management

- Lead by example by maintaining a stimulating working environment in all areas of the department ensuring a high standard of presentation, tidiness and display; reports damage, wear and hazards to the premises staff.
- Keep accurate, detailed and up-to-date records of all the work, achievement and plans of the department in relation you your area of responsibility;
- Ensure your accuracy, presentation and completion of reports by set deadlines and any other communication with parents; attends consultation evenings if met.
- Promote teaching and learning styles which ensure students realise their maximum personal and public examination potential.
- Adhere to the department's policy to ensure effective learning by using marking to include clear target setting in class work, coursework and homework.
- Ensure that records of students' attainment are kept up to date, that samples of work are effectively stored for moderation procedures and are sufficient to justify any teacher assessment for National Curriculum moderation.
- Display work or materials which enhance the learning environment.
- Adhere to departmental rules and procedures within relevant Academy policies.
- Follow Academy's discipline policy and support colleagues in developing appropriate behaviour management strategies if/when appropriate.

CPD

Continuing Professional Development – Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the Academy Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
- Develop skills and knowledge for mentoring and coaching colleagues.
- Maintain a professional learning log and portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- To keep up-dated in subject knowledge and new developments in Science.
- Keep up to date with methodologies in Science teaching to ensure teaching approaches engage those pupils requiring scientific literacy for issues they will encounter through their working lives.
- Be aware of CPD offered through subject specific organisations.

Continuing Professional Development – Staff

- Contribute to, and take a leading role in, the provision of high quality professional development through an effective programme of lesson observation and feedback.
- Assist staff to identify existing knowledge and practice, guide professional learning by identifying success criteria, and support the process through a programme of reflective practice.
- Work with other teachers to develop practice by:
 - Leading professional development activities;
 - Assist colleagues in matching teaching approaches to learning styles;
 - Provide demonstration lessons for (departmental) colleagues to observe within a framework of mutual trust and support.
 - Establish a professional dialogue with colleagues to ensure staff feel confident to improve their skills.
 - Support staff in their professional development by being a critical friend, providing constructive criticism and further opportunities to develop teaching skills;
 - Trial teaching procedures, reporting back on successes and areas for further development and be open to colleagues' contributions and judgments.
 - Network with professionals at other/similar/feeder schools to enhance learning opportunities for staff and support government and local initiatives.
 - Mentor and coach members of the team to support and improve practice.

Values: Work alongside the Head of Department to:

- Promote the work and image of the department to visitors, potential pupils and students and parents.
- Set an example to staff by upholding the expectations and standards and principles of good classroom practice; encourage the sharing of good practice.
- Set an example to staff by actively participating in in-house training programmes to enable personal, professional and Academy development.
- Establish and foster effective working relationships with other departments where appropriate.
- Help create a culture and environment that is conducive to success through innovation, engagement and enthusiastic delivery of vision and through guiding and supporting members of staff and pupils by offering leadership and advice.
- Promote the department in a positive light at appropriate Academy functions including Parents' Evenings, Open Evening, and Presentation Evenings etc. This may include delegating responsibility to your team members to attend certain events.
- Undertake professional duties that may be reasonably assigned to them by the Headteacher (e.g. cover etc).
- Act in all things as a positive role-model to other staff and students.
- 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.

Health and Safety

- Undergo Basic First Aid training and update courses if desired.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Pupil/Parent Support

Safeguarding Young People

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

Monitoring, Evaluation and Data Analysis

- To maintain an accurate record of students' progress, homework and assessments.
- To assess how well learning objectives have been achieved and use this assessment for future planning and teaching.
- To mark and monitor students' class and homework within a reasonable time frame, providing constructive oral and written feedback, setting targets for students' progress to ensure that students know their current level/grade of achievement and know what they have to do to raise their level of achievement.

Attendance and Behaviour

- To set high expectations for students' behaviour and attendance, establishing and maintaining a good standard of discipline through well-focused teaching, through positive and productive relationships and through consistent use of the school's Behaviour policy to ensure all students are treated fairly.
- To set work for students absent from school for health or disciplinary reasons.
- To seek and provide advice as required from colleagues regarding support or intervention when behaviour or attendance concerns arise.
- To record student attendance in a timely manner.
- To play a pivotal role in rewarding student achievement and positive behaviour.

Relationship with Parents/Carers, Colleagues and the Wider Community

- To liaise with the Head of Science/Year Group Manager when written correspondence to parents is required.
- To maintain positive relationships with parents and carers, calling parents/carers as deemed necessary regarding student progress or if there are health and welfare concerns.
- To attend Parents' Evenings to keep parents informed of progress.
- To prepare accurate reports to parents/carers regularly.
- To establish effective working relationships with colleagues and other professionals.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.
- To be a Group Tutor and teach PSHCE/Values as required.

Additional Roles that you may have:

Early Career Teacher (ECT) Mentoring

Assist with the training and development of ECT's and student teachers when required.

- Have regular meetings with students /ECT's
- Assess the student teacher /ECT portfolio of evidence and ensure it meets assessment requirements.
- Attend ECT/Student teacher – assessment training if required.
- Report to Professional Tutor - in house- if any concerns

Form Tutor

- Maintain an accurate record of attendance for each student in the tutor group if allocated a form or covering on an ad-hoc basis other form groups.
- Be responsible for the day to day pastoral care of each student in the tutor group:
 - to build relationships based on mutual trust, confidence;
 - to be aware of any students with special needs;
 - to build good working relationships with parents;
 - to offer advice on all aspects of the child's behaviour or work;
 - to monitor the health and welfare of each member of the tutor group;
 - to monitor the performance of each child and set goals via action plans developed from the review procedure.
- Attend meetings organised by the HOY and/or other members of staff, as appropriate.
- Maintain accurate records on the students' progress in all subject areas and to store and to have available all information related to the students in your form group.
- Provide information to maintain the accuracy of the Academy database.
- Ensure that the personal file of the student contains copies of all documents relevant to the student.
- Write or to be involved in writing such references as may from time to time be required.
- Monitor the personal appearance, standard of uniform, progress and behaviour of members of the Form Tutor Group.
- Check Student Planners regularly (at least weekly) and to take the appropriate action in the case of incompleteness.
- Check circulated information closely to ensure that the students are kept well informed.
- Attend assemblies as appropriate and take registers.
- Attend Parents Evenings relating to members of their tutor group as appropriate.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

REQUIREMENTS FOR THE POST		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ Degree in a relevant subject. ▪ QTS/PGCE as a Teacher of Science. ▪ Qualified Teacher status. ▪ Full Child Protection Training. ▪ Willing to undertake Lead Practitioner qualification. 	<ul style="list-style-type: none"> ▪ First Aid Training. ▪ Middle leader training.
Experience	<ul style="list-style-type: none"> ▪ Outstanding teacher. ▪ Delivery of exceptional attainment for all pupils. ▪ Effective use of AFL. ▪ Developing appropriate SOW at both KS3 & KS4. ▪ Successfully implemented a key departmental project/initiative which involved people management skills. ▪ Working effectively as a Form Tutor. 	<ul style="list-style-type: none"> ▪ Developing partnerships with other schools and outside agencies. ▪ Experience of successfully leading of a KS. ▪ Experience of writing department or whole school policy. ▪ Experience of mentoring ECT Students. ▪ Experience of leading a team.
Knowledge and Statutory Requirements	<ul style="list-style-type: none"> ▪ Knowledge of effective teaching and learning strategies to support students. ▪ Up to date knowledge of Science curriculum. ▪ Ability to create innovative resources and new learning opportunities. ▪ Ability to evaluate and improve the teaching practice of self and others and how to do this. ▪ Effective use of assessment and attainment data to improve departmental standards and practices. ▪ What 'outstanding' teaching and learning looks like. ▪ Understand the wide variety of courses available for pupils across KS3 & 4. ▪ Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people. 	<ul style="list-style-type: none"> ▪ Teaching and Learning pedagogy. ▪ Leadership pedagogy.
Skills and Abilities	<ul style="list-style-type: none"> ▪ Ability to lead people and embed your vision within the department. ▪ Initiate and manage change and improvement in pursuit of strategic objectives. ▪ Excellent communicator. ▪ Competent user of ICT. ▪ Ability to interpret data effectively and implement intervention strategies where necessary. ▪ Ability to adapt to every changing priorities. ▪ Make a significant contribution to the professional development of colleagues in your department and across the school though coaching and mentoring. ▪ Ability to identify skills within the team and utilise those skills to the benefit of the Academy, individual and department. ▪ Understand and have the ability to differentiate for the wide range of SEN pupils within the academy. 	<ul style="list-style-type: none"> ▪ Ability to develop others. ▪ Ability to observe teaching, highlighting strengths and accurate areas for development. ▪ Ability to put together teaching action plans that lead to outstanding outcomes.
CPD	<ul style="list-style-type: none"> ▪ Ability to provide evidence to show a commitment to professional development. 	<ul style="list-style-type: none"> ▪ Have taken a lead role in the delivery of school INSET.

Values	<ul style="list-style-type: none"> ▪ Committed to Crofton Academy Values. ▪ Committed to achieving the best for every pupil. ▪ Support Academy ethos and values at all times both within the Academy and the wider community. ▪ Committed to inspiring pupils and staff in the development of teaching initiatives and strategies, promoting 'Science' as a subject. ▪ Active contribution to the wider part of Academy life. 	
Personal Qualities:	<ul style="list-style-type: none"> ▪ Passionate about subject area. ▪ Leads by example with high professional standards. ▪ Evidence of excellent organisational, communication and time management skills with the ability to prioritise own workload. ▪ Flexibility. ▪ Innovative approach to teaching and learning. ▪ An effective communicator and motivator of pupils. ▪ Passionate about inclusive practice and equality of opportunity. ▪ Ability to use data effectively to track student progress. 	<ul style="list-style-type: none"> ▪ Willingness to take part in extracurricular activities

Responsibilities for Resources:

Line Management Responsibilities: The job involves some line management responsibilities.

Financial Responsibilities: The job involves some direct responsibility for financial resources.

Physical Resources: The job involves some direct responsibility for physical resources.

Responsibility for Policy Development: The jobholder has some responsibility for policy development. However, all staff are expected to be involved in policy consultation.

Responsibility for Student Outcomes: The jobholder may support students on a daily basis, with encouragement to reach their full potential in Science and across other subjects taught at the Academy.

Main Contacts: Headteacher, Deputy Headteacher, Assistant Headteacher, Subject Leader, 2nd in Department, Students, Teachers, and other Schools/Academies within the local area.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: November 2024

Signature of Postholder:

Date:

This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.