

**Saracens High School
Job Description**

Job Title:	Lead practitioner
Responsible to:	Appropriate subject lead/Assistant Principal
Salary:	Lead Practitioner scale (L6-L13)

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

A lead practitioner is a teacher who can demonstrate excellence in teaching and whose primary purpose is to model and lead improvement of teaching skills. They will contribute to the formulation of the subject area aims and policies under the leadership of the subject leader and working alongside the teaching and learning lead, to ensure that they are translated into action in the classroom. They will secure continuous improvement within their subject teams and wider, as necessary.

To carry out this role effectively you need to be aware of, and visibly support, the fundamental values, philosophy, aims and objectives of the school. You will be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key accountabilities as a teacher at Saracens High School are to:

Lead practitioner responsibilities

- Support the subject lead with designing an exceptional curriculum that allows pupils to make accelerated progress
- Support members of the subject team to deliver the curriculum in a way that engages and inspires pupils
- Work with subject teachers to deliver effective targeted intervention across all key stages
- Support the wider school development by contributing to staff training and development, working with the Assistant Principal responsible for teaching and learning
- Be an active member of the teaching and learning community (Teaching and Learning team)

Teaching and Learning

- Plan and deliver excellent lessons in accordance with the school policy on teaching and learning
- Collaborate with partners to implement schemes of work, ensuring that these support good learning and good student progress
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery
- Contribute to the departmental development plans
- Work in collaboration with Learning Support Assistants, and with other adults who may attend lessons to support students
- Know, and take account of, students' prior levels of attainment and use them to plan lessons and set targets for future improvements
- Set work for students absent from school for health and disciplinary reasons
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code

Assessment, Recording and Reporting

- Maintain notes and plans of lessons undertaken, and records of students' work
- Mark, monitor and return work within a reasonable and agreed time span in accordance with the school marking and assessment policy providing constructive oral and written feedback and clear targets for future learning as appropriate
- Analyse data on student progress, achievement and attainment in line with school policy and practice
- Complete student reports and progress grades in line with policy and as specified in the published calendar
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child
- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on Individual Education Plans for students

Pastoral Responsibility

- Undertake responsibility for a group of students as required
- Be the first point of contact for parents of students in the group, liaising with other staff as appropriate
- Communicate regularly with the Year Lead about any issues or concerns about individual students or the tutor group as a whole
- Monitor (and set targets for) the social and academic progress of individuals in the tutor group and be prepared to discuss these with parents
- Be prepared to deliver the tutorial programme registration as required by the school
- Promote good attendance and monitor this in accordance with the school's attendance policy, ensuring that the school's attendance administrator receives information promptly and accurately
- Attend assemblies with the students and encourage them to take an active role in presenting assemblies

Professional Standards

- Make the education of students the first concern and be accountable for achieving the highest possible standards of work and conduct
- Support the aim of the school and endeavour to promote our development as a learning community
- Treat all members of the community, colleagues and students, with respect and consideration
- Treat all students fairly, consistently and without prejudice
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities)
- Support the ethos of the school by upholding the behaviour code, uniform regulations etc
- Take responsibility for their own professional development and participate in staff training when provided and seeking out other opportunities
- Reflect on their own practice as well as the practice of the school with the aim of improving all that we do
- Read and adhere to the various policies of the school as expressed in the School Development Plan, the Staff Handbook, subject area/year group documentation, etc
- Participate in the management of the school by attending various meetings according to the schedule
- Participate in school and department evaluation and programme for monitoring teaching and learning
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the Principal

- Be proactive and take responsibility for matters relating to Health and Safety

School Duties

- To undertake duties before school, and during breaks (including lunch) on a rota basis
- To set cover work when on leave of absence
- To play a full part in the life of the school community, supporting our values and ethos, and encourage colleagues and pupils to follow this example, including taking part in family lunch

The key accountabilities of the post outline the main areas of the role; they are not comprehensive list of tasks to be undertaken.