



LEAD PRACTITIONER

RESPONSIBLE TO:	Executive Headteacher, Head of School
SALARY SCALE:	Refer to CLPT Teachers' Pay and Conditions Document
LOCATION:	The postholder will be based at a CLPT School. The postholder may be required to work at another school in Wolverhampton from time to time or for a specified period
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE	
To be an effective, dynamic professional, who is accountable for the development of the subject, identified innovations and key areas of the school improvement plan. To ensure the curriculum provision is innovative, personalised, meets the needs of our young people as well as statutory requirements and national guidelines (as appropriate) and delivered through high quality teaching and learning that maximises all students' potential and enables them to become enthusiastic and independent learners. A key aspect of the role is the development and delivery of lead professionals across the multi academy trust. To be a strategic and supportive senior professional, playing a key role in the development of the school as an innovative, high performing and emotionally intelligent organisation, effectively managing the agenda of change to raise standards in all areas.	
School Leader Responsibilities	School Leaders jointly responsible to the Governing Body for: ▪ Supporting the vision, ethos and policies of the school and to promote high levels of achievement ▪ Developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes ▪ Setting direction, developing policy and ensuring quality in all aspects of school ▪ Creating a self evaluating organisation focussing on continuous improvement within the context of our mission: 'every pupil: always in focus' ▪ Formulating, implementing, monitoring and evaluating the whole school improvement plan in support of agreed targets ▪ Monitoring and evaluating the effectiveness of teaching and learning ▪ Effectively implementing quality assurance systems and produce evaluative reports ▪ Discipline, pastoral care and guidance for all students and links with external agencies ▪ Safeguarding the health and safety of students on school premises and when they are engaged in authorised school activities elsewhere

MAIN DUTIES AND RESPONSIBILITIES	
Strategic Direction and Development	All school leaders are jointly responsible for the external outcomes of the school. In addition, individuals will have specific agreed targets based on the area of responsibility – refer to targets and appraisal process. Strategic responsibilities include: ▪ Lead the development of identified areas through work with the leadership team, reviewing current provision and its responsiveness to internal and external agendas, ensuring statutory responsibilities are met and national and local initiatives are appropriately incorporated into provision ▪ Raise the quality of learning and teaching and in turn the achievements and standards ▪ Be an effective senior professional in the management of robust monitoring and quality assurance systems, ensuring high quality learning and teaching and equality of opportunity for all learners ▪ Be responsible for the development and review of school policies relating to the key stage and contribute to continuous school improvement strategies ▪ Act as the professional lead for relevant Governors' sub-committees and provide advice and guidance as required ▪ Work with leadership teams and key personnel within identified schools as a National Support School ▪ Work with the Executive Headteacher and the leadership team to ensure consistency across all key stages and continuously improve the curricular provision to raise standards ▪ Ensure effective strategies are in place to evaluate the effectiveness of provision
Raising Achievement	The responsibility of the Leader is to be an effective professional who provides inspiring and purposeful leadership. A Leader who secures success and improvement, ensures a high quality learning programme and monitors the progress of all students in the key stage ▪ Establish a positive relationship with all students within the key stage (and school) where individuals are known and nurtured ▪ Support policies and practices that promote inclusion and high achievement through effective teaching, learning and assessment and the creation of a culture and ethos that demands positive attitudes and respect towards each other and the community ▪ Secure and sustain effective learning and teaching through structured monitoring, evaluation and review processes ▪ Ensure a consistent and continuous focus on students' achievement, using data and benchmarks to monitor progress in every student's learning ▪ Establish and maintain effective partnerships with parents to involve them in their child's learning ▪ Implement effective CPD procedures focused on enhancing learning ▪ Ensure appropriate support and interventions are put in place, as necessary, to secure effective learning and teaching ▪ Ensure students experience continuity of learning and effective progression to maximise academic potential

	▪ Develop a programme of extra curricular activities and out of hours learning that enhance, engage and excite students of all abilities and enable individual student's talents and interests to blossom ▪ Co-ordinate sharing of best practice and seek opportunities to collaborate with other innovative and high performing schools and networks to share and develop pedagogies ▪ Regularly advise the Executive Headteacher, Governors and Leadership on progress towards school targets
Leading and Managing Staff	▪ Regularly review own practice, set personal targets and take responsibility for own personal development ▪ Line manage middle leaders, teachers and associate staff within the team to ensure effective provision and delivery of the curriculum, securing high quality teaching, learning and assessment throughout and across the key stage ▪ Ensure the learning policy and performance management arrangements are effective so as to secure outstanding academic performance and effectively plan and deliver professional development opportunities to promote high quality teaching, learning and assessment ▪ Be responsible for and lead colleagues, acting as a positive role model in terms of pastoral care, professional and personal practice ▪ Develop and maintain a culture of high expectations for self and for others and take appropriate action to challenge underperformance at all levels, ensuring corrective intervention and follow up ▪ Build a collaborative learning culture, actively engaging across the key stages and with other schools to build effective learning communities
Effective Deployment of Staff and Resources	▪ Participate in the recruitment and deployment of teaching and support staff ▪ Deploy staff effectively, maximising over staffing opportunities and producing individual timetables ▪ Deploy accommodation effectively to meet learning and teaching needs, including those for individual students and ensure accommodation promotes high quality learning and teaching ▪ Ensure technologies are effectively and innovatively used and developed to support students' learning
Pastoral Duties	▪ Be a personal tutor to an assigned group of students ▪ Promote the general progress and well-being of individual students and of the form tutor group as a whole ▪ Liaise with the Deputy Headteacher and relevant members of SLT to ensure the implementation of the school's pastoral system ▪ Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life ▪ Contribute to individual student plans, progress files and other reports ▪ Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved ▪ Communicate, as appropriate, with parents or carers regarding the welfare of individual students, after consultation with appropriate staff

	Contribute to CEIAG, PSHCE and student well-being programmes according to policy
Other Professional Requirements	- Have a working knowledge of teachers' professional duties and legal liabilities - Operate at all times within the stated policies and practices of the school, including professional duties - Perform duties as part of a duty team - Maintain an up to date knowledge of effective practice in teaching techniques - Know subject(s) or specialism(s) to enable effective teaching - Take account of wider curriculum developments - Contribute positively and effectively to the Inclusion agenda - Undertake professional development to enhance teaching and pupils' learning, and: apply outcomes and identify impact; share outcomes with colleagues - Take responsibility for professional learning - To support the Headteacher and play a full part in the life of the school. Attendance at all important school events is required as listed in the school diary for example, Presentation Evening, Prom/Gradu8, school shows etc Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
Safeguarding Statement	
In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns	
Health and Safety	
The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.	
Confidentiality and Data Protection	
The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.	

Equality and Diversity
CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
Training and Development
CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
Mobility
The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions
The Postholder is required to:
• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. • Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay. • To promote equality, diversity and inclusion and demonstrate this within the role. • To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. • To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels. • To act as exam invigilator when required. • To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.
Endorsement:
This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration I accept this job description.	
Print Name:	
Signature:	
Date:	