



## **JOB DESCRIPTION AND PERSON SPECIFICATION TEACHING AND LEARNING**

**TITLE:** LEAD PRACTITIONER (ENGLISH)

**Working arrangements:** Full time / permanent

**Location:** Sybil Andrews Academy

**Pay range / point:** Salary Negotiable

**Responsible to:** Headteacher

**Date:** April 2018

**Post holder:**

### **INTRODUCTION**

All members of staff at Sybil Andrews Academy are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens.

### **JOB PURPOSE**

To develop and implement teaching and learning initiatives and strategies throughout the English department and school which raise the teaching practice of all members of staff and therefore raise student standards and progress;

To be a model of excellent practice, maintaining a clear focus on outstanding delivery to learners, ensuring a centre of best practice and excellence;

- a) To take a lead role, working closely with the English Team and senior leadership team in developing, implementing and evaluating policies and practice that lead to school improvement;
- b) To undertake research into best practice in other schools;
- c) To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues;
- d) To develop high quality teaching materials and schemes of learning;
- e) To use local and national statistical data and other information, in order to provide a comparative baseline for evaluating learners progress and attainment, a means of judging the effectiveness of their teaching, a basis for improving teaching and learning;
- f) To support teachers to enable them to improve their practice;



- g) To lead on the induction, support and CPD of newly qualified teachers and liaise with all relevant external organisations;

## **KEY TASKS AND RESPONSIBILITIES**

### **STRATEGIC DIRECTION AND DEVELOPMENT**

- a) Ensure the highest possible standard of learning across the school in liaison with the Headteacher and other Senior Leadership colleagues through coaching and mentoring of staff;
- b) Support staff requiring to improve professional practice;
- c) Take a lead role, in determining and developing policies, procedures and practice, to ensure high achievement through effective teaching and learning and whole-school improvement;
- d) Use local and national data and other information in order to provide:
- a comparative baseline for evaluating learners' progress and attainment;
  - a means of judging the effectiveness of their teaching;
  - a basis for improving teaching and learning
- e) Know how to and take a lead role to improve the effectiveness of assessment practice in the department/school, analysing statistical information to evaluate the effectiveness of teaching and learning;
- f) Research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues;

### **TEACHING AND LEARNING**

- a) Ensure the highest possible standard of learning across the department/school in liaison with the Headteacher and other Senior Leadership colleagues through coaching and mentoring of staff;
- b) Secure and sustain effective teaching of subjects through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the school's monitoring evaluation and review cycle through lesson observations, feedback to teaching staff, work sampling, learner interviews and written reports;
- c) Teach a timetable within specialism appropriate to the demands of the role and the need of the school;
- d) Undertake the full range of teaching obligations including e.g. Tutor group, supervisory duties, in accordance with the operational needs of the designated school;



- e) Lead extra-curricular exam preparation classes during the Spring / Summer terms.

### **LEADING, MOTIVATING AND DEVELOPING**

- a) Demonstrate teaching skills which lead to excellent results, excellent and innovative pedagogical practice and deliver model lessons as required;
- b) Lead training sessions as required;
- c) Carry out subject/quality assurance activities e.g. classroom observations;
- d) Contribute to the professional development (and performance management where appropriate) of colleagues using a broad range of skills appropriate to their needs so that they demonstrate enhanced and effective practice (e.g. coaching, mentoring, induction);
- e) Disseminate materials and advise on practice, research and CPD provision;
- f) Make well founded appraisals of situations upon which they are asked to advise, applying high level skills in lesson observation to evaluate and advise colleagues on their work and devising and implementing effective strategies to meet learning needs leading to improvements in learner outcomes.

### **SAFEGUARDING**

- a) Sybil Andrews Academy is committed to safeguarding and promoting the welfare of children and young persons at all times.
- b) The post holder will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the Academy.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the Academy.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information at all times.
5. Act as an ambassador for the Trust within local communities and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher.



## PERSON SPECIFICATION

**POST: Lead Practitioner**

**PAY RANGE / POINT: Salary Negotiable**

### **QUALIFICATIONS:**

- Qualified teacher status
- Degree or equivalent
- Established and evidenced practice as an outstanding teacher over a prolonged period

### **PROFESSIONAL DEVELOPMENT:**

#### **Teaching and Learning**

- Evidence of a commitment to own professional development
- Outstanding classroom practitioner
- Proven ability to raise standards in classrooms other than their own
- Experience of leading teaching and learning initiatives beyond their own classroom
- Excellent understanding of the components which comprise outstanding teaching and learning
- Experience of giving effective feedback to colleagues about professional performance
- Experience of coaching and mentoring colleagues
- Experience of conducting lesson observations

#### **Knowledge**

- Use of assessment and attainment information to improve practice and raise standards
- Use of strategies to promote good learning relationships and high attainment in an inclusive environment
- Vision for the developments of teaching and learning
- Strategies to enhance teaching and learning
- Use of intervention strategies to address identified issues for development
- Awareness of the latest developments and initiatives in education

#### **Skills and Experience**

- Excellent interpersonal and communication skills
- The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience
- Evidence of developing and using high quality learning strategies and monitoring learner progress to raise attainment
- Evidence of high achievement in teaching across the Key Stage / curriculum area
- Evidence or working effectively as a middle manager or currently leading a key responsibility/development within a team



- Evidence of working effectively as a personal tutor
- Experience of contribution to the professional development/mentoring of colleagues
- Effective use of Assessment for Learning to engage learners as partners in their learning
- Ability to establish curriculum development, assessment, co-ordination and coaching
- Ability to plan and resource effective interventions to meet curricular objectives