



Lead Practitioner JOB DESCRIPTION

Role Purpose:

The purpose of this role is to raise standards of teaching, learning, attainment and achievement. Responsible for all staff working within the directorship, including teaching and technical staff.

Key Accountabilities:

Reporting to the Head of Department, this post holder will be accountable for

Strategic Leadership

- To provide pedagogical leadership in the department and across the academy.
- To play a key part in raising teaching and learning standards through the quality of their own teaching, and by supporting the professional development of colleagues.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the principles of *Every Child Matters* and Area Child Protection Procedures.

Operational Management

- Take an active part in academy meetings helping to plan and develop the academy's mission statement and policies.
- Develop and improve pedagogy within the department team and across the Academy.
- Take a lead role in the design, delivery and implementation of performance management activities, formulating criteria for good practice in procedures.
- Under the direction of the SLT, work to support priorities identified in the Academy Improvement Plan.
- Engage in curriculum development by identifying educational research and applying it to enhance existing practices, and use assessment and analysis of results to identify targeted areas for action planning.
- Assist in the development and use of ICT within the Academy.
- Use Management time effectively for these purposes. A reasonable proportion of timetabled time will be designated as Management time and it will be allocated in blocks of no less than 50 minutes.
- Spend 20% of time allocated to T&L improvement work to be carried out either within own team or other subject teams across the academy.

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People Development Director	Date: 30/03/20
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Supporting Staff and Students

- Disseminate best practice and be an analyst within the Teaching and Learning team.

- Work with other teachers to develop practice by:
 - leading professional development activities;
 - assisting colleagues in matching teaching approaches to learning styles;
 - making videos of model lessons;

 - acting as consultant to teams that develop strategies for students experiencing difficulties;

 - supporting staff in their professional development by being a critical friend, providing constructive criticism and further opportunities to develop teaching skills;

 - auditing staff skills and experiences against requirements for change in practice to meet the demands of new initiatives and any requirements leading to successful implementation;

 - trialling teaching procedures, reporting back on successes and areas for further development and be open to colleagues contributions and judgements;

 - network with professionals at other / similar / feeder schools to enhance learning opportunities for staff;

 - Supporting government, sponsor and local initiatives.

- Update and produce schemes of work and resource packs to support teaching, and take a lead role on the introduction of new technologies.
- Provide structured programmes of advice, support and mentoring for teachers experiencing difficulties, NQTs and graduates on initial teacher training.
- Act as an assessor and mentor for student teachers.
- Maintain a high-profile role within the Academy demonstrating classroom excellence.
- Take a lead role in student support, providing those in specifically identified groups such as under-achievers, EAL & New to the English Language students, disaffected students, and gifted & talented students with workshops and strategies for success.

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Culture

- Responsible for contributing to and leading on the development of E-ACT's culture where we value thinking big, doing the right thing and team spirit and our students are at the heart of our decision making.
- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

People Development and Management

- Effective strategic workforce planning based on data analysis and reports to forecast staffing needs, identify skills gaps for current and future demands and manage periods of peak work volumes to meet KPIs
- Actively lead and participate in the recruitment and selection process of new team members
- Coach, mentor and develop staff including overseeing new employee onboarding, agreeing objectives, performance management, appraisal and career planning and identify CPD needs and opportunities.
- Consciously create a spirit of team work amongst department members that promotes E-ACT values and policies, challenging unacceptable behaviours and addressing conflicts swiftly, instigating relevant procedures such as capability, disciplinary and grievance.
- Manage staff absence within your area of responsibility taking actions as appropriate in line with E-ACT policy and procedures, liaising with People Development and employee representatives
- Work within the departmental financial budget, ensure value for money from all procured services and supplies in line with E-ACT's Financial Management policies

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further
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	<ul style="list-style-type: none"> • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
<p>Doing the Right Thing</p>	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
<p>Showing Team Spirit</p>	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement **Assessed at**
E – Essential **A – Application Stage**

D – Desirable **I – Interview Stage**

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Qualified teacher status or recognised equivalent	X		X	X	
	Degree in related subject specialism	X		X	X	
	Evidence of continuous professional development	X		X	X	X
	Excellent understanding of the assessment processes at KS3 and KS4 and how to use these to support planning and raise student achievement.	X		X	X	X
	Excellent knowledge of a wide range of pedagogy approaches to cater for different learning styles and ensure that all students are engaged.	X		X	X	
	Knowledge of National Curriculum requirements	X		X	X	X
	Excellent knowledge of a wide range of software for use with interactive technologies and the application of these to engage and interest students.	X		X	X	X
	Knowledge of current education legislation, Ofsted framework and best practice	X		X	X	X
Experience	Ability to teach 'outstanding' lessons	X		X	X	X
	Proven success of improving student outcomes within a school	X		X	X	X
	Teaching experience with the age range	X		X	X	X
	Experience of leadership roles within a team including designing and developing resources to support learning.	X		X	X	X
	Experience of robust self-evaluation and development planning linked to this.	X		X	X	X

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	Experience of coaching other staff so that their classroom practice develops.	X		X	X	X
Skills	Ability to work effectively within a team environment	X		X	X	X
	Ability to work strategically and to seek and implement creative solutions	X		X	X	X
	Excellent leadership skills and the ability to inspire and challenge colleagues, peers and teams	X		X	X	X
	Ability to manage the performance of a diverse range of staff	X		X	X	X
	Highly effective organisational skills	X		X	X	X
	Ability to prioritise effectively and meet deadlines during times of pressure	X		X	X	X
	Ability to communicate effectively with a wide range of stakeholders using a variety of methods and media	X		X	X	X
	Ability to develop a number of curriculum areas relevant to the age and ability of the groups	X		X	X	X
	Ability to assess and record the progress of students' learning	X		X	X	X
	Ability to use/analyse assessment data systems to raise standards	X		X	X	X
	Ability to promote a positive ethos and attributes	X		X	X	X
	Ability to create a stimulating and safe learning environment	X		X	X	X

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