



SIGMA TRUST



Paxman  
ACADEMY

## Job Description

# Lead Practitioner - Science

**Responsible to:** Faculty Leader  
**Salary Grade:** Leadership Pay Scale, Point L4 – L8  
**Full time/Part time:** Full time

### Job Purpose

- To improve student outcomes and engagement by ensuring high quality teaching and learning is consistent across the Science faculty and the wider school.
- To drive whole school Teaching and Learning developments as a central part of the wider Teaching and Learning team.

### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### Core Requirements:

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in all stakeholders and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external professional colleagues as required.
- Committed to safeguarding.

### Key Responsibilities

- To be an outstanding classroom teacher with an ability to achieve outstanding results.
- To have in-depth knowledge of recent academic research in teaching and learning.
- To have the skills and enthusiasm to make a significant contribution to our commitment to continued improvements in evidence-based teaching and learning strategies.
- To work with the leadership team to develop appropriate CPD strategies to enable teaching within the Faculty, and across the school, to become consistently excellent.
- Model outstanding, innovative and evidence-based pedagogical practice.
- Develop and implement teaching and learning strategies throughout the faculty which raise the quality of teaching and learning of all staff and therefore raise student standards

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and progress.

- Take a lead role, working closely with the senior leadership team and other lead practitioners in developing, implementing and evaluating policies and practice that lead to school improvement.
- Research and evaluate innovative curricular practices including leading edge technology for learning and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues.
- Develop high quality teaching materials and schemes of learning throughout the faculty to support outstanding teaching.
- Drive the effective use and development of IT to support and enhance teaching and learning at individual and departmental level.
- Teach a timetable appropriate to the demands of the role and the needs of the school.
- Use local and national data to provide a comparative baseline for evaluating learners' progress and attainment, as a means of judging the effectiveness of teaching and as a basis for improving teaching and learning.

### **Strategic Direction & Development**

- Ensure high standards of learning across the school through coaching and mentoring staff.
- Lead mentoring support plans for staff who need to improve their professional practice.
- Analyse national, local and school data, research and inspection findings to inform faculty policies and practices, expectations and teaching methodologies.
- Ensure teachers are planning lessons which meet the needs of all student groups.
- Ensure effective assessment practice is in place.

### **Monitoring and Evaluation**

- Lead structured monitoring and evaluation of all aspects of teaching and learning through lesson observations, feedback to teaching staff, work sampling and learner interviews, providing written reports to the executive headteacher, head of school and senior leadership team as necessary.
- Lead quality assurance processes.

### **Leading, Motivating and Developing**

- Contribute to the professional development and performance management of colleagues using a broad range of skills appropriate to their needs so that they can demonstrate enhanced and effective practice (e.g. coaching, mentoring, induction).
- Lead Faculty and whole-school development and CPD.
- 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 learner needs leading to improvements in learner outcomes.
- Support underperforming teachers to enable them to improve their practice.
- Lead the induction, support and CPD of newly qualified teachers and liaise with all relevant organisations.
- Contribute to the Initial Teacher Training Programme and liaise with other lead practitioners.
- Contribute to the professional development networks within the Sigma Trust.
- Develop, implement and lead the school appraisal system.
- Lead the development of career level profiles.



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- Develop an aspiring Lead Practitioner programme in the faculty.

### **Teaching & Learning**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that the Paxman Academy curriculum intent is reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of evidence-based delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school policies.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To set appropriate targets for students in line with school policy and procedure as required.
- To implement the school policies re homework.

### **Operational/ Strategic Planning**

- To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the faculty area and department.
- To contribute to the faculty area and faculty's improvement plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school planning activities.

### **Curriculum Provision**

- To assist the subject leader to ensure that the faculty area provides a range of teaching which complements the school's strategic objectives and SIP.

### **Curriculum Development**

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the SIP.

### **Management Information**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Arbor, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### **Communications**

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- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

#### **Marketing and Liaison**

- To take part in marketing and liaison activities such as open evenings, parents' evenings etc.
- To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc.

#### **Management of Resources**

- To assist the subject leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- To ensure the effective/efficient deployment of classroom learning support.

#### **Learning Support System**

- To be a tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the tutor group as a whole within the parameters of the associated tutor job description.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans as required.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.

#### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

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The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.