



### **Lead Practitioner Secondary**

*As a middle leader within the school, the Lead Practitioner (LP) (Science) has overall responsibility for the standard of teaching & learning within the Science department. This includes KS3 General Science, I/GCSE Biology, I/GCSE Chemistry, I/GCSE Physics, I/GCSE Double Award Science, A level Biology, A level Chemistry and A level Physics. The role is Secondary only, incorporating KS3, KS4 and 6th form. The LP should be an outstanding teacher and should model best practice.*

#### **ROLE PURPOSE**

The Lead Practitioner directly influences the quality of learning and teaching throughout the school. The position is one that requires leadership in relation to curriculum initiatives, the learning and teaching process and co-ordination of a range of classes in the overseeing of Years 7-13. Intrinsic to the role is the provision for the study of individual Sciences (at KS4 and in the 6<sup>th</sup> form) and Double Award Science at KS4. The Lead Practitioner will facilitate student learning within the department in order to enable all students to achieve to their fullest potential.

#### **OVERALL RESPONSIBILITIES**

##### **1. General Operations and Future Development of the Department**

Develop an approach to the operations of the department that includes innovative subject/curriculum area policies, future plans and targets within the context of the School Development Plan, managing a diverse team of colleagues, including Lab Assistants and being responsible for equipment, apparatus and Science resources.

Develop a strategic plan for the development of department provision to drive improvement across the school in standards, achievement and attainment, inclusive of assessment & examination results.

##### **2. Teaching and Learning**

Ensure effective teaching and assessment processes within the department. Evaluate the quality of teaching and learning and model best practice including the monitoring and recording of achievement of all students, and set targets for improvement. Ensure that standards and provision across individual Science subjects at KS4 and KS5 are maintained. Be responsible for the preparation for all examinations as per school and external examination board requirements and maintain up to date awareness of initiatives and requirements with regard to internal and external examinations.

Oversee delivery across the department and be involved in supporting and improving the same.

##### **3. Leading and managing staff**

This will include mentoring, collaborating and the sharing of information to ensure that staff motivation is at an optimum level in order to encourage continuous improvement in the quality of teaching and learning.

Manage all allocated teaching and support staff including assisting with recruitment, managing performance and meeting agreed targets. Advise on staff deployment across all individual areas of Science (KS3 general Science, individual Sciences at KS4 / I/GCSE, provision for Double Award Science at KS4 and individual Science disciplines at A level. Oversee allocation of teaching rooms to support the delivery of Science.

Create effective teams by inspiring and motivating students and staff. Be a positive role model for other staff and students by taking responsibility for the continuous improvement of the team within the context of the school

#### **4. Efficient and effective deployment of staff and resources**

Identify appropriate resources for the department and ensure that they are used efficiently, effectively and safely. Complete orders for books and materials for the department in line with the school procedure. Supervise the detailed ordering and cataloguing of Science resources, in conjunction with colleagues and Lab Assistants. Be responsible for the safe storage of resources and be aware of safety requirements with regard to chemicals, equipment, access to materials and apparatus.

Manage the deployment of departmental staff in order to provide appropriate provision in both General Science (KS3) and Individual Science (including Double Award Science) at KS4 and KS5.

#### **5. Strengthening Community**

Work collaboratively at both strategic and operational levels with other Heads of Department, parents and students. Lead and participate in school wide projects like Science Week, Open Day, Options events and suchlike.

**PROFESSIONAL DUTIES AND ROLE ACCOUNTABILITY:** The Lead Practitioner is responsible for:

- Leading and managing the department including, modeling best practice in teaching, implementation of curriculum (Years 7-13), monitoring achievement of students and effectiveness of teachers, dealing with all operational, budgeting and record keeping requirements and ensuring fair and effective assessment procedures as per school instructions.
- Ensuring continued innovation in teaching methodology . Providing opportunities for enrichment for gifted students and oversee all out of hours related learning.
- Encouraging the use of ICT in all appropriate areas of learning.
- Attending and contributing to Academic Team meetings on behalf of the faculty.
- Ensuring that all preparations for Examinations are met, including preparing students, ensuring support in the form of interventions and 'clinics' as appropriate, ensuring that candidates are entered for appropriate and correct examination papers as per the Exam Board regulations and that all other logistical information is made available to the Examinations Officer as required.
- Proof read reports from members of the Department for quality control
- Provide relevant subject information for Parent and Student Handbooks and facilitate any parent information workshops as appropriate.
- Other duties as required by the relevant Line Manager
- NB: Although you will assist with the Quality Assurance process, Lead Practitioners are not responsible for the Performance Management of staff within their department - this is the responsibility of the SLT of the school.

#### **APPOINTMENT:**

The Lead Practitioner is appointed as a position of Middle Leadership .

**APPRAISAL/REVIEW CONDITIONS FOR RESPONSIBILITY POST**

The appointee to this position will be required to undergo a yearly Professional Review with a member of the Senior Leadership Team, including a satisfactory completed Department SER.

**VARIABLE DUTIES/HOURS:**

The Lead Practitioner participates fully in the total life of the School.

The nature of the position is such that the Lead Practitioner may be required to be available outside “normal” school hours. eg Meetings, Training, Options Evenings, etc.

**REMUNERATION:**

The post carries an additional responsibility allowance, currently 1,000 QAR per month. This is reviewed annually and can be removed at any time if performance or attendance at school is adjudged to be unsatisfactory, following a written warning to that effect.

The school will assign you 'leadership lessons' time per 2-week cycle to carry out the duties associated with this role, the actual number will be dependent upon the needs of the school at the time. You will be expected to contribute some of your own time per week , as required, to effectively carry out the responsibility duties of Lead Practitioner