

Job Description	
Post Title	Lead Teacher
Teacher Name	
Reporting to	Team Leader
Responsible for	Performing Arts
Liaising with	Team Leader, Class Teachers, School staff
Working time	Full Time
Salary/Grade	MPS/UPS + TLR 2A

Lead Teacher

Purpose:

- To be accountable for a discrete curricular area and aspect of the school's work and to support, hold accountable and lead colleagues working in that area, or directed by their Team Leader.
- To make a significant contribution to the development of teaching and learning capacity across a team/area.
- To support and assist Team Leaders and their assistants and to contribute to the development of appropriate teaching programmes/schemes, resources and assessment methods within their team.
- Further develop and enhance the teaching practice of colleagues across the team by counselling and mentoring.
- To facilitate and encourage learning experiences which provides all pupils with the opportunity to achieve their individual potential.
- Share and support the school ethos and to provide/monitor opportunities for personal and academic growth.

Strategic Planning:

- To support and assist the Team Leader in providing professional leadership and management to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
- To lead developments in Teaching and Learning and to assist in developing/sharing best practice across the team.
- Contribute to the construction and implementation of the team development plan and related self review activities (SEF).

- To plan, prepare and review courses and lessons using collaborative planning across the team.

Curriculum:

- To assist the Team Leader to ensure that the curriculum/focus area provides a range of teaching which complements the school's expressed strategic/curriculum objectives.
- Assist in the process of curriculum development and change so that the needs of pupils are reviewed and that schemes of work are relevant and appropriate.
- To support and assist the Team Leader in the development and evaluation of the curriculum/focus areas by day-to-day operation and its evolution in response to national, LA and school initiatives.
- To share in and contribute to general curriculum development and collaborative planning across the team/focus area.

Staffing:

- To promote teamwork and to motivate staff to ensure effective working relationships.
- To assist the Team Leader in providing to all those with involvement in the teaching or support of subjects (within the performing arts faculty), the support, challenge, information and development necessary to sustain motivation and secure improvement in pupil learning.
- To manage and participate in the appropriate stage of the Performance Managements process within school.
- To assist in staff development, including effective delegation and take an active role in the delivery of appropriate training.

Quality Assurance (QA):

- To help implement school QA procedures and assist in the review/discussion of observed outcomes/practice.
- Contribute to the process of monitoring and evaluation of the curriculum/focus area including review against standards and performance criteria with a focus to enforce team practice and approach.
- To assist with pupil tracking against indicative targets/expectations.
- As directed by their Team Leader undertake lesson Learning Walks and lesson observations in line with the QA protocols/expectations providing feedback across the team as required.

Management and Communication:

- To assist with the co-ordination and leading of team meetings as required.

- To work with the Team Leader to identify resource needs and to contribute to the efficient/effective use of resources.
- Support the use and analysis/evaluation of performance data and pupil outcomes.
- To encourage team members to keep abreast of recent developments.

Pupil Support:

- To support and assist the Team Leader in providing leadership within the curriculum/focus area in the monitoring of, and support for, pupil progress throughout the year.
- To participate in the school's pupil target setting process and to support and assist the Team Leader in the management and review of that process across the team.
- To support and assist the Team Leader in the day-to-day operational working of the school's Behaviour for Learning (BfL) policy.

Teaching and Learning:

- To teach to the highest possible standards and to act as a positive role model to colleagues.
- Work across the team to further support the establishment and improvement of standards of learning and teaching across the team through the development of appropriate classroom management techniques and teaching methods.
- As directed by the Team Leader, assist and support colleagues in the review and evaluation of teaching and learning within the team and to support self-review and reflection.

Additional Duties:

- To fully support and endorse the development of the school's ethos and commitment to become a good and outstanding school.

Notes:

- This job description allocates duties and responsibilities but does not direct the particular amount of time spent carrying them out and no part of it may be construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the appropriate clauses of the Teachers' Conditions of Employment Document. The post holder will reach agreement with their Team Leader and appropriate SLT

member over the allocation and use of their “personal” directed time each year.

- This job description is not necessarily a comprehensive definition of the post. It may be revised on an annual basis, and will only be subject to modification or amendment after consultation and agreement with the holder of the post.
- The school’s grievance procedure will apply in relation to any dispute arising in connection with the job description and any amendments.