

Role title: Lead Practitioner

Reporting to: Deputy Headteacher (Teaching and Learning)

Role outline and accountabilities

The Lead Practitioner will support the Headteacher and Deputy Headteacher in:

- Communicating Pivot's vision
- The day-to-day management of an identified cohort within Pivot Academy Leeds
- Formulating the aims and objectives of the identified cohort
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the aims and objectives

The Lead Practitioner will also have a timetabled teaching commitment of 60%, complying with the Teachers' Standards and modelling best practice for others.

Responsibilities

- To lead the identified cohort and the day to day running of the site/s in collaboration with the Deputy Headteacher (T&L Lead) and the SLT team.
- To encourage high standards from learners, built on rules and routines that are understood by staff and learners and clearly demonstrated by all adults in the provision.
- To provide exceptional leadership which provides clear direction, support and practical advice to the teaching team and support staff.
- To line manage the teaching team, including undertaking associated performance development reviews and adhering to policies and procedures.
- To embed clear roles and responsibilities/and lines of reporting among the team, ensuring all staff have strong line management and support.
- To oversee the training and development of your team, ensuring that all CPD is delivered to an excellent standard.
- To monitor the impact of all training and CPD, offering support where needed.
- To establish and embed systems and operational improvements through training and day-to-day support, ensuring the smooth day-to-day running of the site/s.
- To set high standards for learning environments, model exceptional displays and support staff to create these.
- To model high quality teaching.
- To model high quality marking and the gathering of evidence through Learning Journeys.
- To take contribute to discussion with other leaders for the budget and financial planning within the site.
- To Quality Assure any use of external providers, ensuring they are fit for purpose and offer good value.
- To take responsibility for ensuring that risk assessments are in place for individual learners, as required.
- To be approachable and open with the learners, helping them to flourish and succeed.
- To oversee and develop external relationships and partnerships with providers.
- To work collaboratively with the parents/carers, to ensure learners independence and support.
- To report regularly to the Deputy Headteacher (T&L), building effective rapport and strong professional relationships.
- Meeting all statutory requirements as defined by Independent School Standards and other external bodies.
- To motivate and work with others to create a shared culture and positive climate.
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our learners, your colleagues and your own mental health.
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
- To undertake other roles or responsibilities as determined by your line manager.

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience of leading and managing a specialist/special needs provision • Qualified as a teacher with QTS/QTLS • Experience of working with learners with SEND and SEMH needs • Experience of managing a multi-disciplinary team • Evidence of being able to build and sustain effective working relationships with young people, staff, parents/carers and the community 	
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of effective teaching and learning strategies • Knowledge of the barriers to learning that learners may face • Knowledge of positive relationship building • Knowledge of Team Teach best practice • Understanding of Safeguarding and Child Protection issues • Understanding current educational issues and initiatives 	<ul style="list-style-type: none"> • Knowledge of Arbor and other education databases
Leadership and management	<ul style="list-style-type: none"> • Natural team player, decisiveness, articulate and thoughtful communication both written and verbal • Experience of working effectively as a member of a team • Experience of liaising effectively with other organisations / agencies • Ability to inspire confidence in staff, learners, parents, and others • Capability to deal sensitively with people and resolve conflicts 	
Skills and abilities	<ul style="list-style-type: none"> • Excellent administration skills • Good IT skills • Able to use systems and to conduct analysis and produce reports • An ability to keep accurate and up to date records and work to a high standard • Ability to deal with challenging behaviour • Ability to work under pressure and meet deadlines • Superb organisation skills and the ability to prioritise independently • Good communicator both verbally and in writing to a variety of audiences 	

	<ul style="list-style-type: none"> • Able to handle confidential and highly sensitive information • Confidence to hold staff and external providers to account for delivery 	
Personal qualities	<ul style="list-style-type: none"> • Ambitious mind-set, with high expectations for all staff and learners • Reliability and integrity • Adaptability to changing circumstances / new ideas • Commitment to the safeguarding of our learners • A commitment to inclusive education • Resilience and perspective • Empathy and respect towards others • Willing to work flexibly to support learners 	