



THE URSULINE ACADEMY ILFORD

A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood



MISSION STATEMENT:

The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.

Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto 'SERVIAM'- I will serve, empowers us all to play our full part in society.

LEAD PRACTITIONER *Economics & Business Studies*

September 2024



WELCOME FROM THE HEADTEACHER



The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone
Headteacher



THE URSULINE ACADEMY ILFORD

LEAD PRACTITIONER

ECONOMICS AND BUSINESS STUDIES

From: September 2024

Salary Range: LPS 5 – 9 (Outer London)

We are looking to recruit a creative, enthusiastic, inspiring individual. The leading practitioner will lead on the improvement of teaching skills through modelling high-quality teaching, coaching and training other members of staff.

S/he will be a key contributor to this hugely successful, popular and oversubscribed Academy whose ethos is underpinned by Gospel values and the Ursuline motto of 'Serviam'.

Applications are welcome from early career/established teachers who have a proven track record of academic success and who are committed to comprehensive education. The person appointed will be expected to make a significant contribution to the academic, spiritual, moral and cultural well-being of young people and will support an already successful department along the next stage of its development. In addition, the post will provide an excellent opportunity for professional development.

HOW TO APPLY

Application Form is available to download from www.uai.org.uk/vacancies. Please submit a letter of application together with your application form, your letter should address the selection criteria and include your thoughts on what makes a good Teacher of Science.

Please return your completed application form via email to: applications@uai.org.uk

Visits can be arranged by appointment please contact our HR Officer for details.

Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be taken up prior to interview.

The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

Please note we are unable to accept CVs.

Closing Date: Tuesday 21st May 2024

Interview Date: Wednesday 22nd May 2024 – Friday 24th May 2024



JOB DESCRIPTION

LEAD PRACTITIONER

ECONOMICS AND BUSINESS STUDIES

REPORTING TO: Headteacher
LIAISING WITH: Head of Department

Expectations

The leading practitioner will lead on the improvement of teaching skills through modelling high-quality teaching, coaching and training other members of staff.

MAIN CORE DUTIES

Raising quality of teaching and learning

- ◆ Carry out teaching responsibilities in line with the professional duties of a teacher.
- ◆ Model consistently high-quality teaching and be able to demonstrate excellent practice to others.
- ◆ Produce high-quality teaching materials that support excellent practice.
- ◆ Prepare and deliver training courses across the school to improve teachers' practice.
- ◆ Support with teachers' professional development and appraisal through carrying out lesson observations, providing feedback and implementing strategies to improve practice.
- ◆ Provide mentoring/coaching to individual teachers in need of 1-to-1 support to improve their practice.
- ◆ Use data to identify individuals or groups that need further teaching support and develop and implement strategies to raise the quality of teaching.
- ◆ Use data to identify individuals or groups of pupils that need targeted support and develop and implement strategies to raise achievement.
- ◆ Set challenging and ambitious targets for pupils on interventions and update parents on progress.
- ◆ Measure and assess the impact of interventions to raise achievement for pupils and the quality of teaching.

Monitoring and Evaluation

- ◆ Co-ordinate and carry out monitoring and evaluation activities to improve teaching and learning, including work scrutinises, lesson observations and learning walks.
- ◆ Use systems to analyse data from monitoring and evaluation and use insights to inform strategies and plans for teacher development.
- ◆ Support with self-evaluation and school improvement planning

Professional Development

- ◆ Lead on researching best practice and keeping up to date with the latest developments.
- ◆ Share knowledge with staff and offer support to implement the research into their own practice.
- ◆ Inform staff about the latest innovations in intervention strategies.
- ◆ Lead on identifying high quality CPD programmes to improve quality of teaching and learning.
- ◆ Take part in the school's appraisal procedures.
- ◆ Take part in further training and development in order to improve own practice.
- ◆ Where appropriate, take part in the appraisal and professional development of others

Management of staff and resources

- ◆ Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- ◆ Contribute to the recruitment and professional development of other teachers and support staff.
- ◆ Deploy resources delegated to them

Other areas of responsibility

Safeguarding

- ◆ Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- ◆ Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- ◆ Promote the safeguarding of all pupils in the school



Data Protection / Confidentiality

This will involve:

- ◆ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles.
- ◆ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining staff access to and use of the Academy's database and systems. Any breaches could result in disciplinary measures.
- ◆ Maintaining client record and archive systems in accordance with departmental procedure, policy and statutory requirements.

Conduct and Whistleblowing

This will involve:

- ◆ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Staff making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.

Safer Working

- ◆ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. The Academy will require a DBS (formerly CRB) Disclosure check and Barred List (formerly List 99) check. References will be taken up prior to interview.
- ◆ Annual Employee Declaration.

Equalities

This will involve:

- ◆ Complying with the Academy's strong commitment to achieving equality of opportunity and outcomes for staff and students. You are expected to understand, comply with and promote Academy policies in your work, to undertake any appropriate training and, where appropriate, to report any prejudice or discrimination.

Standards

- ◆ Complying with the Academy's high standards thereby promoting the continued development of high quality, individualized service to all staff and students.

Health and Safety

This will involve:

- ◆ Being responsible for your own Health & Safety, as well as that of colleagues, students and the public. Staff should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the team

This will involve:

- ◆ Taking responsibility for continuing self-development and participating in training and development activities.
- ◆ Supporting and contributing to ensure a commitment to continued efficiencies and improvements.

Flexibility

This will involve:

- ◆ The above-mentioned duties are neither exclusive nor exhaustive. From time-to-time, you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the Line Manager and are broadly within your grading level and competence.



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

Employees will be expected to comply with any reasonable request from a Senior Manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

DECLARATION

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Name:

Signature:

Date:



PERSON SPECIFICATION

LEAD PRACTITIONER

ECONOMICS AND BUSINESS STUDIES

L = Assessed by Application	I = Assessed at Interview	R = Assessed by Reference	E = Essential D = Desirable
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QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Qualified teacher status	L			E
Honours Degree	L			E
Successful teaching experience	L			E
Experience planning and delivering interventions for pupils	L			E
Experience of supporting colleagues to develop	L	I	R	E
Experience delivering training	L		R	D

SKILLS AND KNOWLEDGE

Knowledge of the National Curriculum		I		E
Knowledge of effective teaching and learning strategies		I	R	E
Knowledge of the barriers to learning that pupils may face		I		E
Tailoring plans and interventions to individual pupils		I		E
An excellent understanding of how children learn	L			E
Ability to adapt teaching to meet pupils' needs	L	I		E
Ability to build effective working relationships with pupils	L	I	R	E
Ability to establish curriculum development, assessment and coordination	L	I	R	E
Knowledge of guidance and requirements around safeguarding children	L	I	R	E
Knowledge of effective behaviour management strategies		I		E
Able to use systems and to conduct analysis and produce reports	L	I	R	E
Good ICT skills, particularly using ICT to support learning	L		R	E

PERSONAL QUALITIES AND SKILLS

A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school		I		E
High expectations for children's attainment and progress		I	R	E
Ability to work under pressure and prioritise effectively		I		E
Commitment to always maintaining confidentiality		I		E
Commitment to safeguarding and equality		I	R	E



SAFEGUARDING

Motivation to work with students/young people		I	R	E
The ability to form and maintain appropriate relationships and observe personal and professional boundaries with students/young people		I	R	E
Emotional resilience in working with challenging behaviours				D

