

**Academy Teaching Staff**

**PPA Cover Teacher - Job Description**

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| **Job Title :** | Teacher  |

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| **Main Job Purpose :** | * To carry out the professional duties of a teacher as circumstances may require and in accordance with the Academy’s policies under the direction of the head teacher
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| **Accountable to:** | Phase Leaders and Academy Leadership Team |
| **Responsible for:** | Delivering release cover across the whole school including EYFS. |

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| **Main Duties - Teacher** |
| 1. To be responsible to the Phase Leaders for the organisation, management and delivery of appropriate teaching across the phases.
2. To have knowledge of and keep up to date with current pedagogy, particularly in respect to the National Curriculum and to be able to offer subject area expertise.
3. To plan, prepare and deliver lesson activities for students according to the academy’s curriculum policy, and which ensure progression, pace and challenge, and which make appropriate educational provision for all students
4. To support the class teacher to assess and monitor the progress of each student within classes taught.
5. To mark and monitor work, providing constructive feedback and setting meaningful targets for future progress, in order to inform planning.
6. To provide reports of attainment or on the personal and social needs of individual students to the Phase Leaders, leadership team and parents as necessary.
7. To be familiar with the Code of Practice and identification, assessment and support of children with special educational needs.
8. Act as a role model to the all children across the school in actions and behaviour.
9. To make effective and meaningful use of IT to promote teaching and learning.
10. To ensure other adults in the classroom, such as TAs, are communicated with and deployed effectively.
11. To contribute to the development of the curriculum, to work closely with colleagues to undertake medium and short-term planning and implement agreed Schemes of Work.
12. To set high expectations of behaviour, establishing and maintaining good discipline and control of students in accordance with Academy policy.
13. To establish a safe environment where respect and positive relationships flourish.
14. Contribute to the broader life of the academy by supporting and leading curricular and extra-curricular events.
15. Contribute to the positive promotion and marketing of the academy in the local and wider community.
16. To undertake any reasonable duties as directed by Phase Leaders or members of the Academy leadership team.
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| **All academy staff are expected to:** |
| 1. Work towards and support the academy vision and the current academy objectives outlined in the academy development plan.
2. Act as a role model to students.
3. Contribute to the academy’s programme of extra-curricular activities.
4. Support and contribute to the academy’s responsibility for safeguarding students.
5. Work within the academy’s health and safety policy to ensure a safe working environment for staff, students and visitors.
6. Work within the academy’s diversity policy to promote equality of opportunity for all students and staff, both current and prospective.
7. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
8. Engage actively in the performance review process.
9. Adhere to policies as set out in the governors and staff handbook.
10. Undertake other reasonable duties related to the job purpose required from time to time.
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| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review.  |

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All Academy staff are expected to uphold the Staff Charter.

Signed: …………………………………….………………. Date: ……………………………………

Job Holder

Print Name: ……………………………………………….