



JOB DESCRIPTION: PPA TEACHER

Post title	PPA Teacher and Forest School Leader.
Salary and grade:	Pay range + 1 SEN point, in line with school Pay and progression Policy and the <i>School Teachers' Pay and Conditions Document</i>
Line manager/s:	The headteacher, members of the senior leadership team via Lead PPA Teacher.
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

General Duties:

The education and welfare of pupils within Westfield School in accordance with the requirements and Conditions of Employment of School Teachers, having regard to the relevant School Teacher's Pay and Conditions Document; requirements of the National Curriculum; the school's aims, objectives and schemes of work; and any policies of the Governing Body.

This post relates directly to all classes and you share in the corporate responsibility for the education and welfare of all pupils.

This post requires delivery of a national curriculum subject to classes on a timetabled rota as PPA cover for the class teacher. The remainder of the full-time position is to lead Forest School sessions, which classes and their staff attend. This also involves supporting the Senior Forest School leader in preparing risk assessments, resources and maintaining observational and assessment records in order to plan subsequent sessions.

Main purpose of the job:

- To be responsible for the learning and achievement of all pupils when providing PPA cover for other staff, ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- To be a role model to pupils: treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
- To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Duties and responsibilities

All teachers are required to work within the statutory frameworks which set out their professional duties and responsibilities and in line with the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*. Teachers' performance will be assessed against the Standards as part of the Performance Management/Appraisal process relevant to their role and with regard to school policies and practice.

This post requires you to teach children as directed (e.g. a specific class group as timetables), and



to share in the corporate responsibility for the education and welfare of all Westfield's pupils. The nature of Westfield School means that all staff will find it necessary to spend time working within all areas of the school and across the age range.

Teaching

- Deliver a specified area of the curriculum as relevant to the pupils you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate for the timetables session.
- Be accountable for the attainment, progress and outcomes of pupils' you teach.
- Be aware of pupils' capabilities and their prior knowledge: plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
- Have and maintain a clear understanding of the needs of all pupils but with particular regard to their individual needs, special needs and individual learning profile; and be able to use and evaluate appropriately targeted and differentiated teaching approaches, strategies and interventions to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever subject is taught).
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Participate in arrangements for assessments within the remit of the *School Teachers' Pay and Conditions Document*.

Behaviour and Safety

- Establish a safe, purposeful and appropriately stimulating environment for pupils rooted in mutual respect and establish a framework for pupil behaviour within a range of planned strategies and interventions relevant to each child's needs and learning profile.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self knowledge and understanding, self control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers.



Westfield School

- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfill.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document.

Fulfill wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.
- To take an active role in the daily management of the area of the school within which you work, together with an obligation towards maintaining the daily wellbeing, good order and discipline of the whole-school.
- To work as part of a subject leadership team across the school and to support development of an area of learning as outlined in the School Development Plan.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the relevant Performance Management/Appraisal Regulations and school policy and practice.

Other

- To have professional regard for the ethos, policies and practices of Westfield School, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder:

_____ **Date:** / /

Signature of headteacher:

_____ **Date:** / /