



Job Description - PPA teacher

Title: PPA/cover teacher

Section: Teaching

Hours: Term time plus inset days

Reports to: Headteacher/Head of KS

Main purpose of the job:

To release staff across the key stages, performing all the duties and tasks expected of a class teacher during allocated PPA time. To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the school and ensure the good social, emotional and physical development of every child.

Key Deliverables:

Teaching

- Planning and preparing lessons or following agreed lesson plans written by the class teacher
- Communicating effectively with the class teachers to ensure continuity and progression
- Teaching the pupils assigned to you; setting and marking work to be carried out by the pupils in school or elsewhere
- Promoting the general progress/wellbeing of any individual or group of pupils assigned to you
- Providing guidance and advice to pupils on educational and social matters
- Maintaining and monitoring display work in appropriate areas of the school
- Demonstrating flexibility to work across the key stages with a variety of classes and pupils

Professional Development

- Participating in any arrangements that may be made for teacher appraisal
- Reviewing from time to time your methods of teaching and programme of work
- Participating in arrangements for your professional development

Educational Methods

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching, assessment of pastoral arrangements and teaching materials
- Being aware of developments in ICT and how they may be integrated into your teaching

Discipline, Health and Safety

- Maintaining good behaviour management and discipline among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere



Supervision Duties

- To be responsible for the supervision of pupils during break time, in the garden and on the school premises as required by the school
- To encourage the development of social skills amongst the pupils
- To ensure the pupils take responsibility for their environment
- To promote good behaviour and discipline within the policies and procedures of the school
- To encourage skills of self discipline i.e. how to move around the school, socialising with others

Other Duties

- Organisation of parent meetings, Inset and participating in staff meetings at the school which relate to any of the purposes described above, the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Cognita group
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- Registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after school sessions
- Run or assist with extracurricular after school activities once each week

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that the child is suffering or likely to suffer significant harm either at school or at home s/he must report any concerns to the DSL or to the Head or indeed to the school's ADE so that a referral can be made accordingly to the relevant third party services.

PRINT FULL NAME:

DATE:

SIGNATURE: