



St John the Divine Church of England Primary School

Part Time PPA Cover Teacher - Fixed Term, until July 2020

Job Description

Responsible to: **The Head Teacher**

Salary: **Main Pay Scale**

Purpose of job

- To meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document and the Professional Standards for Teachers
- To maintain the school's Christian ethos and demonstrate the core values of the school
- To have high expectations of themselves and all children and to act as an example to children within the school
- To plan and prepare lessons, ensuring that planning, preparation, assessment and reporting meets the individual needs of our children
- To be an effective and reflective classroom teacher able to demonstrate and share good practice.
- To implement school policies, national requirements and local policies

Main Duties and Responsibilities

- To undertake PPA cover and small group withdrawal support – Liaising with class teachers and other professionals to ensure continuity of provision
- To plan lessons based on a thorough understanding of what the children can do and to use a range of assessment practice to assess pupils' progress and attainment within lessons
- To deliver interesting, stimulating well-structured lessons that motivate and include all learners
- To contribute to raising standards across the school – ensuring the provision of effective curriculum coverage, continuity, progression and challenge
- To ensure the maintenance of good order and discipline among all children and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- To assist in collating assessments and reporting to parents
- To work with Senior Leaders and outside agencies to meet the needs of all children
- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.
- To establish a partnership with parents involving them in their child's learning through regular communication, after school clubs, workshops and homework etc.
- To be able to work effectively and co-operatively within a multi-disciplinary team and to take an active role in school

- To be aware of the school's and the Local Education Authority's Equal Opportunity Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.

General Duties

The education and welfare of a group of students in accordance with the requirements of the "Conditions of Employment of School Teachers", having due regard to the requirements of the National Curriculum. To uphold the school's aims, objectives and schemes of work and any agreed and established school policies. To share in the corporate responsibility for the well-being and discipline of all children here at St John's.

To provide excellent opportunities for the development of pupils. To ensure care and maintenance of a safe and stimulating learning environment. To establish and maintain positive relations with pupils, parents and the wider school community.

- Teachers are responsible to the Headteacher and, in her absence or on her behalf, the Deputy Head Teacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.
- Teachers are responsible for the curriculum they provide which should reflect school and local education policy and Government legislation.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Health and Safety

To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.