



PPA Cover Teacher

Job Description

Responsible to: Headteacher

Main Activities and Responsibilities

The post holder will meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document and The Professional Standards for Teachers.

Principal Responsibilities

- To support the ethos, values and aims of the school community
- To contribute to and follow the agreed policies of the school
- To comply with the school's Health and Safety Policy and undertake appropriate risk assessments
- To have high expectations of themselves and all pupils and to act as an example to pupils within the school environment
- To contribute to the evaluation and monitoring of the school curriculum
- To work as a member of a team and to contribute positively to effective working relationships within the school
- To engage actively in Performance Management and Professional Development

Main Duties

- To undertake PPA cover and small group withdrawal work
- To plan and deliver appropriate, broad, balanced, relevant, differentiated and challenging lessons to all their pupils, appropriate to their needs
- To assess, record and report on aspects of pupils' standards, progress and development
- Contribute to raising standards of pupil attainment
- To encourage high standards of behaviour so effective learning can take place and good relationships can be formed within the school community
- To contribute to whole school planning activities
- To work effectively with support staff
- To develop their subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards
- To ensure they provide effective curriculum coverage, continuity, progression and challenge
- To assist with the monitoring and evaluation of subject delivery (e.g. through work scrutiny, resource audits and data analysis)
- To manage their classroom resources effectively
- To take part with colleagues in developing the subject area

Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Key Organisational Objectives

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

Special Conditions of Service

The Postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.