The Alice Smith School

Job Description: PPA Teacher

Purpose

The Alice Smith School teacher aspires to teach in a manner and at a level which is in accordance with the school's published 'Teaching and Learning Policy'. Through inspirational teaching, with a deep understanding of pupils’ individual learning needs, the Alice Smith School teacher strives to ensure that the school's rich curriculum lays firm foundations for academic and future success, personal fulfillment and lasting happiness in each and every one of our pupils.

Responsibilities

A PPA teacher at the Primary Campus is is responsible to the Principal of each campus for:

- Representing areas of knowledge, understanding and skills, in all their richness, to pupils taught.
- Inculcating by precept and example the highest regard for truth, justice, equality of opportunity, human rights, benevolence and compassion.
- Engaging and motivating pupils to achieve at levels that are beyond their expectations and previous limits.
- Using excellent subject knowledge, pedagogic and interpersonal skills to enthuse pupils and enable pupils to enjoy learning.
- Making full use of ICT and the new technologies to enhance the quality of teaching and learning for pupils of all ages and attainment levels.
- Planning lessons (a week or more notice is given) taking full account of pupils' individual learning needs, as well as their individual learning styles, preferences and capabilities.
- Encouraging and enabling all pupils to become effective, confident and independent life-long learners.
- Providing for pupils appropriate guidance, in loco parentis, on matters of importance and relevance to pupils.
- Maintaining excellent professional relationships with colleagues by making a wider professional contribution to the continuing improvement of the school.
- Planning and delivery of a programme of learning opportunities and activities to enrich and enhance the taught curriculum if regularly teaching the same class the same subject over a period of time.
- Co-operating with colleagues to establish and maintain fair and consistent disciplinary practices in the classroom, around the school and on school trips, and taking active measures to protect pupils from all forms of abuse, including racist or sexist abuse, bullying, and any kind of corporal punishment.
Review
This job description will be reviewed annually, during the course of the teacher’s professional review meetings.

Main tasks
In accordance with school’s policies and under the direction of the Principal, the teacher will:

TEACHING
- Plan and prepare lessons and complete all required planning documentation if teaching the same class the same subject on a regular basis OR if a week’s notice is given of the PPA cover or more.
- Teach with consistent effectiveness the pupils in each class, taking full account of all pupils’ individual educational needs – these should be shared by the class teacher.
- Set work to be carried out by the pupils in school, at home and elsewhere as appropriate.
- Mark work and provide feedback to students and the usual teacher within 24 hours.
- Promote the intellectual, moral, cultural, physical and personal abilities and aptitudes of the pupils in her/his classes and provide guidance and advice to pupils on educational and relevant social and other matters.
- Make records of and report to the usual teacher on the personal and social needs of pupils.

ASSESSMENT, RECORDING AND REPORTING
- Assess, record and report on the development, progress and attainment of the pupils in any subject in any class that is taught regularly.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils if taught regularly.

PROFESSIONAL REVIEW
- Participate in arrangements for the review of her/ his own professional performance.

FURTHER TRAINING AND DEVELOPMENT
- Keep under review her/his methods of teaching and programmes of work.
- Engage with relevant communities of practice in order to remain up-to-date with current professional developments relevant to the subject/year group.
- Regularly undertake a self audit and review in order to identify areas of practice, skills or knowledge to develop.
- Participate in arrangements for her/his further training and professional development as a teacher.
- Attend Staff meetings in a frequency in line with the FTE teaching commitment e.g. 0.4fte equates to 4 out of every 10 staff meetings and 2 out of every 5 INSET days.

DISCIPLINE, HEALTH AND SAFETY
- Maintain good order and discipline among pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

A British education for an international future
COMMUNICATION
- Communicate and consult with the parents of pupils in the classes they have covered if an incident occurs while the pupil was in their care.
- Communicate and co-operate with persons or bodies outside the school as required by the Principal.
- Participate in meetings arranged for any of the purposes described above.

MANAGEMENT AND ADMINISTRATION
- Attend assemblies and other such collective school events, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

COVER
- Supervise and so far as is reasonable and practicable teach any pupils whose teacher is not available to teach them.

GENERAL PROFESSIONAL DUTIES
Carry out particular professional duties as may reasonably be assigned by the Principal.
Contribute to the overall life of the school.

PASTORAL DUTIES
- Act as a Class Teacher and in this capacity be the key member of staff for the provision of pastoral support for each and every member of the class when with them, including such functions as:
  - Carrying out daily administration tasks.
  - Monitoring individual pupils’ progress and well-being.
  - Providing pupils with day-to-day support and guidance as necessary.
- Attend and support school events as an active member of the pastoral staff team.

EXTRA-CURRICULAR ACTIVITIES
- Plan and deliver a programme of enrichment activities deriving from the taught curriculum and/or from other interests and needs of the pupils, under the direction of the Principal for a proportional amount depending on FTE e.g. 0.5fte or below 1 hour a week for one term and 0.6fte and above 1 hour a week for two terms out of three.
APPENDIX ONE

Responsibilities of the class teacher when being covered by a PPA teacher

At all times:
Please ensure that where ever possible you provide the following for a teacher covering a lesson in your class:

- A class file with the following:
  - Timetable for week
  - Class list
  - Any relevant groups (these are of course expected to change regularly)
  - Children with IEPs and a summary of their needs
  - Children with medical issues
  - Any special provision put in place for specific children other than the above
  - Any praise / sanction arrangements in place e.g. class charter
  - Timetable of TA and role of LSA commented on in the plans
- Details of the day / lessons outlined including specialists, peripatetic lessons, SEN support etc.
- Planning documents annotated from the previous lesson
- Any resources already collected / copied / labelled as needed

We do understand that on some occasions PPA cover is cancelled or changed at short notice; however, all plans should be written and available for PPA teachers without exception as this is school practice.

Thank you for your help in all of these areas, PPA cover teaching is challenging and rewarding as many of you will know, your cover time is less likely to be interrupted if you put all of these procedures in place in advance. If you support your cover teacher they will be better placed to support you.

When cover is in place for the same subject in the same class regularly:

Give autonomy to the teacher to plan the unit of work over a given length of time with clear expectations of the year group level outcome – include the PPA teacher in planning meetings as appropriate so they can best support you in this.

Work with the PPA teacher to assess and report on this subject termly so that their judgement feeds into your reports.

When cover is in place a week or more in advance:

Meet with / email the PPA teacher to hand over the planning, inform them where the class are on their learning journey for the subject in question and highlight particular needs / challenges for individuals or groups of students following your previous lessons.

A British education for an international future
When cover is last minute:

Books should be marked and up to date
Medium term plans should be annotated and available
Email conversation / phone conversation should take place where possible to pass on any salient points