

<b>Job Title</b>	PPA Cover Teacher
<b>Reports to</b>	Senior Leadership Team / Head of School
<b>Responsible for</b>	Learning Support Assistants / HLTA (additional covering staff) Line Management of PPA team
<b>Purpose of post</b>	<p>To promote high standards of learning and ensure that all children make excellent progress.</p> <p>To work with and alongside teachers and leaders, both in school and across the Trust, to support learning activities for pupils.</p> <p>To deliver highly effective lessons in line with planning set by school and Trust, ensuring outstanding outcomes for pupils</p> <p>Report on pupil's progress, learning and to assess, record and report on development and attainment</p> <p>Lead a subject and/or develop a subject specialism</p> <p>Line manage the PPA covering team including LSAs and HLTAs</p>
<b>Relationships</b>	<p>The post holder is accountable to year group leads and school SLT. The post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships to promote mutual understanding of student progress, with the aim of improving the quality of teaching and learning in the academy(s).</p> <p>Use detailed knowledge and specialist skills to support and progress pupils' learning.</p> <p>Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs.</p> <p>Building a bank of expertise throughout the Trust by working with team members of other schools within the HEARTS Academy Trust.</p>
<b>Responsibilities</b>	<p>The main responsibilities will be to ensure that all students are given the opportunity to achieve their full potential thereby raising standards.</p> <p>Teachers will be expected to be able to demonstrate or have the potential to demonstrate high quality teaching, successful outcomes for pupils and a willingness to work as a team. They will also have a good understanding of the primary curriculum and assessment as it relates to their key stage.</p> <ul style="list-style-type: none"> <li>• Teach students in accordance with the professional duties of a teacher</li> <li>• Implement agreed school policies and guidelines</li> <li>• Support initiatives decided by the SLT and the Trust</li> <li>• Plan appropriately to meet the needs of all pupils, through differentiation of tasks</li> <li>• Be able to set clear targets based on prior attainment, for pupils' learning</li> <li>• Provide a stimulating class environment, where resources can be accessed appropriately by all pupils</li> <li>• Build effective relationships with staff, pupils and parents across the school</li> <li>• Keep appropriate and efficient records, integrating formative and summative assessment into planning</li> <li>• Work with school leaders to track the progress of individual children and intervene where pupils are not making progress; lead and run pupil intervention groups as and when directed by school leaders</li> <li>• Assist teachers and senior leaders with reporting to parents on the development, progress and attainment of pupils; be accountable for the progress and attainment of pupils to whom you teach</li> <li>• Promote the school's code of conduct amongst pupils, in accordance with the school's policy</li> <li>• Communicate and co-operate with specialists from outside agencies and the Trust</li> <li>• Make effective use of ICT to enhance learning and teaching</li> <li>• Lead, organise and direct support staff within the classroom</li> <li>• Participate in the performance management system</li> <li>• Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence</li> <li>• Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.</li> </ul> <p>Any other tasks which may be reasonably required without changing the general character of the post.</p>



## Job Description – PPA Cover Teacher

<b>General</b>	<div>HEARTS ACADEMY TRUST</div> <ul style="list-style-type: none"><li>• Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person</li><li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li><li>• Contribute to the overall ethos/work/aims of the school</li><li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils</li><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li></ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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Signed \_\_\_\_\_ Date \_\_\_\_\_