



Job Description PPA Cover Teacher

'We work together, we pray together, we grow together'

Job title: PPA Cover Teacher
Responsible to: Head Teacher and members of the Senior Leadership Team

Job purpose:

- To ensure high quality education for all pupils in different classes allowing PPA time for staff members, for management duties and staff development
- At all times, lead by example, demonstrating high personal and professional standards.
- Treat pupils with dignity, building respectful relationships and at all times observing proper boundaries appropriate to a teacher's professional position
- Take responsibility for promoting and safeguarding (including health and safety) the welfare of all children and staff in our school
- Work proactively and effectively in collaboration and partnership with parents, other staff, governors and external agencies in the best interests of pupils
- Promote Christian and British values so that our children grow into respectful citizens with a deep spiritual, moral and cultural awareness
- Be clear about the expectations of being a teacher at St Louis School, including the protocols as laid out in our staff handbook and Code of Conduct
- Act within the statutory frameworks which set out the professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*

Main duties and responsibilities

Teaching and Learning

- plan and deliver an engaging curriculum relevant to the age, needs, interests and abilities of the children
- use children's prior knowledge to adapt lessons, demonstrating knowledge and understanding of how pupils learn
- be accountable for the achievement (both attainment and progress) and overall outcomes for the children
- assess the progress of the whole class and each individual, so as to plan effectively, particularly recognising the requirements of those children with additional needs such as Special Educational Needs and disabilities, pupil premium and those who have English as an Additional Language (EAL)
- give children high quality feedback about how to improve their work and learning in line with our school policy (both orally and in writing)
- teach children to respond to feedback and give them regular opportunities to reflect on their work and progress and develop a responsible and conscientious attitude to their own learning

- establish respectful, professional relationships with children and their parents and carers
- communicate effectively with parents and carers about their child's development and learning

Behaviour and safeguarding

- be familiar with all policies relating to safeguarding, including health and safety and understand your role and responsibilities in relation to these
- always act in a way that promotes equality and respect
- be familiar with the school staff handbook and understand your role in providing a safe environment where children's emotional and physical needs are well cared for
- ensure that classroom management is effective and efficient and provide a stimulating learning environment
- promote and foster high standards of behaviour, attendance, appearance, uniform, punctuality etc.in accordance with school policies

Team work and collaboration

- form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together
- work in ways that promote collaboration, team work and effective professional relationships and set the highest standards and example to others
- develop effective working relationships with any allocated Teaching Assistants, giving them clear direction and guidance so that they have a positive impact on children's learning

Professional development and standards

- act in accordance with all school policies, particularly those relating to safeguarding, child protection (including use of camera, mobile phones and social media) confidentiality and data protection, health & safety and security; reporting all concerns to the Designated Lead Person for Safeguarding
- be responsible for improving your own practice by participating fully in training and development opportunities including acting on feedback and advice from senior colleagues
- participate fully in the performance management arrangements of the school
- use social media in a responsible way that does not bring yourself or the school into disrepute and understand the school's policy on this
- at all times promote high standards of spoken and written English

Other professional responsibilities

- complete the attendance register as required
- undertake playground and lunchtime and after school duties as required
- become involved in the wider life of the school by attending or supporting school events wherever possible