

PPA cover teacher Job Description

Job Title:	PPA cover teacher (KS2)
Responsible to:	Headteacher
Purpose of Job:	
To work effectively and collaboratively with staff, parents, pupils and other agencies in the teaching, learning and welfare of children to ensure all pupils attain targets set and promote independent learning.	
Key Duties and Responsibilities:	
<ul style="list-style-type: none"> • To teach classes throughout the school where the teacher is released for PPA or for other reasons. • Teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs; • Maintain the positive ethos and core values of the school, both inside and outside the classroom; • Contribute to constructive team-building amongst teaching and non- teaching staff, parents and governors; • Ensure that the current national conditions of employment for school teachers are met. • Support initiatives decided by the Headteacher and staff; • Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning; • Maintain good order and discipline amongst pupils, in accordance with the school's Discipline and Behaviour policy; • Participate in meetings which relate to the schools' management, curriculum, administrations or organisation; • Communicate and cooperate with specialists from outside agencies; • Lead, organise and direct support staff within the classroom; • Participate in the performance management a system for the appraisal of their own performance, or that of other staff. • Be proactive in your own professional development. Keep up to date with current developments through reading, an awareness of good practice and attendance at 'INSET'. • Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study • To complete any other task as directed by the Headteacher or SLT <p>In addition, all members of the school community are expected to:</p> <ul style="list-style-type: none"> • Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. <p>Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.</p>	
Skills and abilities	
<ul style="list-style-type: none"> • Positive and nurturing • Resilience- the ability to remain calm and work well under pressure • Excellent use of initiative and quick thinking • Excellent communication skills (including both written and verbal) 	

- Ability to work creatively and collaboratively
- Flexible and open to change
- Ability to relate to young people and act as a positive role model
- Excellent interpersonal skills
- Effective listening skills
- Flexible and open to change
- Good organisational skills