

***Be Ready, Be Kind, Be Safe***

**Cathcart Street Primary School**

**TEACHER VACANCY**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

We are looking for an inspirational and outstanding PPA teacher who will have an impact on the outcomes for our children through securing outstanding teaching across the phase. We will accept applications from experienced teachers and ECT’s.

You will be covering PPA and subject leader time across Year 1 – Year 6

**Position: PPA Cover Teacher / Fixed Term for 1 year**

**Reports to: Headteacher**

**Scale: MPS 1 – 6**

**Part Time: 0.6 (3 days per week)**

**Salary: £18,990 - £26,164 (actual)**

**Contract from – 1st September 2025**

**Close Date & short listing for application – Wednesday 25th June 2025 at 12pm**

**Interview and Lesson Observation – w/c 30th June**

**Key Purpose**

* To support, hold accountable, develop pupils securing high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.
* Maintain the positive ethos and core values of the school, both inside and outside the classroom;
* Model our ‘Be Ready, Be Kind, Be Safe’ values to the school community at all times
* Provide a kind, positive and nurturing classroom for all pupils.

**Main Activities**

* Implement agreed school policies and guidelines;
* Support initiatives decided by the Headteacher and the Senior Leadership Team
* Plan appropriately to meet the needs of all pupils, through adaptation of tasks, having the highest expectation of every child and believing that every learner has unlimited potential for development
* Plan and deliver the curriculum within the framework of present school policies and procedures;
* Plan and resource lessons which will encourage the development of all aspects of children’s learning. In particular to encourage children’s independent use of resources and involvement in their learning;
* Provide a stimulating learning environment, where resources can be accessed appropriately by all pupils;
* Monitor children’s progress, keep records and evaluate children’s achievements
* Set children high standards in the content and presentation of their work
* Establish and maintain good relationships with colleagues, working as part of a team in all aspects of school development;
* Maintain good order and discipline amongst all pupils, in accordance with the school’s

positive behaviour policy;

* Work in partnership with parents and carers in providing a quality education experience for all the pupils and report to parents on the development, progress and attainment of their children;
* Participate in meetings which relate to the school’s management, curriculum,

administration or organisation

* Communicate and co-operate with outside agencies;
* Lead, organise and direct support staff within the classroom
* Participate in the performance management system for the appraisal of their own performance

**Have high expectations of all pupils and staff**

* Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

**Assessment and Evaluation**

* To work with the Leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action as necessary
* To contribute to the School Self Evaluation Form and write a subject SEF annually
* Work with other lead professionals to ensure the use of comparative data, together with information technology about pupils’ prior attainment, to establish benchmarks and set targets for improvement
* Use this information to form annual action plans to inform

**Relationship with Parents and the Wider Community**

* To support families with the induction and well-being of their child
* Ensure that parents are well-informed about their child’s attainment and progress.
* To develop an effective partnership with parents and help them to understand how they can support their child’s learning and personal development.
* Involve parents in the learning process through workshops and events
* Develop effective relationships with the community; make meaningful connections with our feeder childcare providers and their parents

**Managing Own Performance and Development**

* Participate in arrangements for Appraisal and take responsibility for own professional development.
* Priorities and manage own time effectively.
* Work under pressure and to deadlines.
* Sustain their own motivation and that of other staff in their phase.

**Other duties and Responsibilities**

* To ensure the safeguarding of pupils.
* Other duties that the Headteacher may from time to time ask the post holder to perform

**Note**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.  It is not a definitive statement of procedures and tasks, but sets out the main expectations of the service in relation to the post holder’s responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Signed: ....................................................... Teacher Date: ...............

Signed: ....................................................... Headteacher Date: ....................