



## Hempstead Junior School Job Description; PPA Teacher

<b>POSITION:</b>	PPA teacher
<b>REPORTS TO:</b>	Leadership Team
<b>RESPONSIBLE FOR:</b>	TBA
<b>GRADE:</b>	Teachers Pay & Conditions

### KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of designated classes of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LEA and school policies.

### MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

### PRINCIPAL ACCOUNTABILITIES

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENDCo
4. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
5. To provide children with opportunities to manage their own learning and become independent learners.
6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
8. To maintain a high standard of display both in the classroom and in other areas of the school.
9. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
10. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work and contribute to staff meetings.
11. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.

12. To communicate and consult with parents and carers and with outside agencies, as necessary and report about children's progress and attainment and produce annual written reports for parents/carers.
13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
14. To liaise with support staff both school-based, from the LA & from other external bodies as required.
15. To take responsibility for the management of other adults in the classroom.
16. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
17. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
18. To take responsibility for a curriculum subject area as agreed with the head teacher as detailed below (not applicable for NQTs):
  - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum/QCA schemes of work and any other new initiatives from the Department for Education and Skills.
  - In conjunction with the head teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area
  - Review the policy and adapt it as appropriate
  - Develop a scheme of work for the subject suitable to the needs of a junior school catering for 7 – 11 year olds
  - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the head teacher
  - Offer support and advice to colleagues.
  - To formulate and promote excellent practice with regard to designated subject/s.
  - To develop, review and update subject policy/schemes of work within the school.
  - To provide management and leadership, expertise, advice and assistance for members of staff and monitor and evaluate learning and teaching in the designated subject.
  - To prepare and evaluate an annual action plan as part of the whole school development plan and keep governors informed as necessary.
  - To requisition appropriate specialist resources and equipment and ensure they are available and used effectively.
  - To manage any delegated budget in accordance with the school development plan.
  - To keep the Head Teacher/Deputy Head Teacher informed of relevant developments and issues and advise as necessary.
  - To participate in In-Service training as necessary.

#### **KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

### **CONDITIONS OF SERVICE**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

### **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **Safeguarding responsibilities**

- To understand the role and responsibilities of all staff in the safeguarding of children in the Federation and in providing a safe environment in which children can learn.
- To understand and meet the responsibilities as set out in Keeping Children Safe in Education 2020 Part One, Part 5 and Annex A.
- To engage in and complete all training in regards to safeguarding and ensure school policy and practice is followed.

### **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

**This job description is subject to review by the Head Teacher in consultation with the postholder as appropriate to the changing needs of the school.**

Date of issue: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Post Holder

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Head Teacher