



JOB DESCRIPTION

Queen's Park Primary School

Post: PPA Cover

Responsible To: The Headteacher

School Teachers are required to carry out the duties set out in Schedule 1 of the Education (School Teachers Pay and Conditions of Employment) Order as amended by the School Teachers Pay and Conditions Document 2006. The particular duties of this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any policy changes and to reflect the requirements and priorities within the school.

Main Purpose of the Job:

To work across the school to release colleagues for PPA working as part of the PPA team to deliver specific areas of the curriculum

Main Functions:

- To teach all children according to their educational needs, following the policies of the school
- To plan and prepare lessons, and sequences of lessons to suit the needs of the learner and to build on prior learning in the classes you cover for PPA
- To teach according to the defined learning and teaching policy and to follow the agreed planning formats
- To use a variety of teaching strategies to ensure that children are interested and motivated in the lesson
- To keep up to date with curriculum developments and school initiatives
- To work closely with support staff
- To manage classes in accordance with the school behaviour policy
- To attend INSET and training, taking responsibility for professional development and to use outcomes to improve teaching and learning
- To monitor and report to parents on the progress of pupils in the specific areas taught
- To liaise with class teacher and INCO on outcomes of interventions
- To assess pupils' achievements and progress in accordance with arrangements agreed within the school
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy
- To challenge and support all pupils to achieve their potential through stimulating, interesting and well planned lessons
- To be a positive role model as a learner
- To inspire trust and confidence by acknowledging and respecting differences
- To develop the analytical thinking of the pupils
- To take positive action to improve the quality of pupil's learning
- To fully engage in the Appraisal process
- Participate and contribute as an active member of the school team.
- To carry out the above duties in accordance with the Education Department's equal opportunities policy

Parents and the Wider Community

- Develop and maintain an effective relationship with parents.

To undertake such other duties as reasonably required by the Headteacher

This job description sets out the duties of the post at the time of writing. Such duties may vary from time to time without changing general fundamentally or altering the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.