



## ST MARY'S & ST VINCENT'S CATHOLIC PRIMARY SCHOOL

### JOB DESCRIPTION

**POST TITLE:** PPA COVER TEACHER

**GRADE:** MPS / UPS

**RESPONSIBLE TO:** HEAD TEACHER

The post holder has a teaching commitment across EYFS, KS1 or KS2 and will contribute to the School Plan, supporting the ethos, aims and vision of the school.

*To uphold the school's Mission Statement in all areas of school life so that every aspect of a child's development will be complemented by all we do.*

*To set an example of punctuality, professionalism & politeness in interactions with all members of the school community or visitors to the school.*

*To maintain confidentiality regarding school business at all times.*

*All staff are expected to respect and work within the Catholic ethos of the St Thomas Catholic Academies Trust and the school.*

#### **PRINCIPAL RESPONSIBILITIES:**

The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will undertake class teaching across designated year groups/curriculum area.

1. Deliver high quality teaching to a classes of around 30 pupils, ensuring all lessons and activities are properly planned and in accordance with the Catholic ethos of the school.
2. Ensure teaching methods engage and motivate pupils in an effort to ensure all pupils achieve at least 'good' progress each year.

3. Assist in whole school, year group and lesson planning which meets the needs of all pupils.
4. Co-ordinate/ act as a subject specialist in a curriculum area including monitoring and assessment, policy assessment and teaching strategies, consulting with colleagues and feeding back to the Leadership Team.
5. Monitor and assess pupil results and progress, ensuring appropriate records have been kept, and use performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work, which meets the needs and potential of all pupils
6. Support the school's pastoral system, within the year group, class and with individual pupils.
7. Contribute to the school's performance management process, coaching and mentoring colleagues and PGCE/ITT students, as required, monitoring some teaching in the curriculum area and the input of class support staff.
8. Contribute to the effective deployment of support staff and resources (ICT and consumables) within the class.
9. Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise. Comply with school policies and procedures in areas such as assessment, marking, behavior management, and communication with parents, teaching English as an additional language, cover, induction, planning, staff meetings, and parental events.
10. Ensure personal professional development, being up-to-date in national and local developments, participating in whole school, individualised INSET, and sharing with others.

Supervisory management: Teaching Assistants; training, developing and coaching others.

Financial resources: Budgetary responsibility linked to curriculum subject

Physical resources: Classroom materials, equipment and resources

Physical effort: manual handling

Working environment; Classroom, School Hall, School Field, Playgrounds

CONTEXT: All staff are part of the whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of colleagues, parents & pupils and being flexible in a busy, pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. It is essential, therefore that in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions, and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of offenders 1974 (Exemptions) (Amendments) Order 1986. Applicants therefore are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice, which can be accessed from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

**'The Trust/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Prohibition Order Check and the Disclosure & Barring Service.'**

*CVs will not be accepted for any post based in schools.*

## PPA COVER TEACHER - PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the type of person & characteristics required to do the job.

ESSENTIAL (E); without which the candidate will be rejected  
DESIRABLE (D); useful for choosing between good candidates

PLEASE ENSURE, WHEN COMPLETING YOUR APPLICATION FORM, YOU GIVE CLEAR EXAMPLES OF HOW YOU MEET THE ESSENTIAL & DESIRABLE CRITERIA.

ATTRIBUTES	ESSENTIAL	HOW MEASURED	DESIRABLE	HOW MEASURED
<b>EXPERIENCE</b>	Teaching in the relevant subject area.	1, 2	Working with children with English as an Additional Language.	1, 2
	Using data to inform target setting and planning.	1, 2		
<b>SKILLS/ABILITIES</b>	Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies).	1, 2	Able to coach and mentor	1, 2
	Able to use IT to support both the curriculum and work organisation.	1, 2		
	Able to work as part of, and contribute to, a whole school, multi-disciplinary team.	1, 2		
	Able to monitor and evaluate teaching and learning.	1, 2		
	Able to identify the necessary resources, which ensure high quality teaching and learning.	1, 2		
	Able to assess the needs of individuals to inform lesson planning.	1, 2		
	Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly.	1, 2, 5		

<b>EQUALITY ISSUES</b>	Demonstrable commitment to inclusive teaching and learning.	1, 2, 5		
	Awareness of the effects of discrimination on pupils, parents, colleagues and visitors.	1, 2		
<b>SPECIALIST KNOWLEDGE</b>	Subject/KS, curriculum knowledge	1, 2, 5		
<b>EDUCATION &amp; TRAINING</b>	Qualified Teacher Status	4	Evidence of meeting the threshold standards.	1, 2
	Evidence of ongoing CPD	1, 2	Sustained and substantial performance in the threshold standards.	1, 2
<b>COMPETENCIES</b>	Able to demonstrate:	1, 2		
	Appropriate motivation to work with young people	1, 2		
	Ability to form appropriate relationships with young people	1, 2, 5		
	Emotional resilience in working with challenging behaviours	1, 2, 5		
	Appropriate attitudes to use of of authority and maintaining discipline.	1, 2, 5		
<b>OTHER</b>	Respect & support Catholic ethos of school	2		
	Willingness/ability to work across both school sites	4		

1. Application form   2. Interview   3. Test   4. Proof of qualification   5. Practical exercise

The school will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability ( as defined under the Act) to meet the requirements of the post.

The post holder will ensure the policies of the Trust and the school are reflected in all aspects of his/her work, in particular,

- Equal Opportunities
- Health & Safety
- Data Protection Act
- Code of Conduct

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