



Longroyde Primary School

Job Description

Post Title: PPA cover

Grade: Minimum Scale 4 - Maximum UPS (dependent upon relevant qualifications and experience)

Prime Objectives of the Post

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups of pupils or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.

Responsible to: Deputy Headteacher

Main Duties and Responsibilities

Support for the Pupil

1. Developing an understanding of the specific learning needs of the pupils taking into account the type of teaching and learning support involved.
2. Undertaking teaching and learning activities with individuals, groups or whole classes of pupils, including where the teacher is not present, to ensure their safety and facilitate the physical, emotional and educational development, by for example:
3. Promote the inclusion and acceptance of all pupils within the classroom.
4. Support pupils consistently whilst recognising and responding to their individual needs.
5. Using clearly structured teaching and learning activities that motivate and interest pupils and advance learning.
6. Promoting and supporting the inclusion of all children including the implementation of Individual Educational Plans.
7. Using behaviour management strategies, in line with the school's policy, which contribute to a purposeful learning environment.
8. Prepare, deliver, assess, report and mark learning in line with school requirements. Advance pupils' learning including working with individuals, small groups and whole classes.
9. Organise and manage safely the learning activities, the physical teaching space and resources for which the post holder has been given responsibility.
10. Promote independence and employ strategies to recognise and reward achievement of self-reliance
11. Supporting learning through the use of ICT in learning activities and develop pupils' competence and independence in its use and help pupils to access learning activities through specialist support.
12. Contributing to maintaining and analysing records of pupils' progress including inputting data for assessments.

Support for the Curriculum

1. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
2. Deliver local and national learning strategies e.g. literacy, numeracy, Key stages, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
3. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
4. Advise on appropriate deployment and use of specialist aid/resources/equipment.

General

1. To show a strong commitment to furthering equalities in both service delivery and employment practice.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Establish constructive relationships and communicate with other agencies/professionals (include multi-agency working), in liaison with the teacher, to support achievement and progress of pupils.
4. To further support the climate for learning, improve the school's ethos and develop further the merging culture of achievement and high expectation.
5. To work collaboratively with school staff, parents/families and other agencies to ensure all interventions achieve the shared objective.
6. Attend meetings as required by the line manager.
7. To work within the team and share good practice.
8. To take part in any CPD activities appropriate to the role.
9. Support the development and implementation of initiatives and policies eg data protection, child protection, health and safety.
10. To respect the confidentiality of all pupils by using the School protocols for sharing information eg child protection information.
11. The postholder will be required to undertake any other professional duties as required by their line manager.