

**Job Description**  
**Park Hill Primary School**  
**PPA Teacher – MPR/UPR**

*This job description is to be performed in accordance with the provisions of the School Teachers Pay and Conditions document and the Professional standards for teachers*

**Relationships**

Teachers:

- are accountable to the Head teacher
- should liaise with post holders, the Deputy Head teacher and the Head teacher
- are responsible for planning the activities of Teaching Assistants and other adults who may work with them

**The Purpose of the Job**

The purpose of the job is to organise and teach the class or designated groups in accordance with school policy. School Policy requires teachers to teach a variety of groups of children within particular year groups.

**Particular Responsibilities**

- to plan and teach effectively
- to keep accurate records of children's progress
- to foster good relationships at all levels and promote safeguarding
- to be professional in all school matters
- to take responsibility for your own professional development and keep a CPD file as a record of your experiences/learning/achievements.
- to participate fully in the performance management cycle

**Key Tasks**

- create and maintain an effective learning environment in line with agreed school policy (see staff handbook and teaching and learning policy)
- to follow the school's policy on the safeguarding of children including reporting any concerns
- review and adapt medium term plans and put them in place on the computer system,
- ensure that all planning takes account of curriculum guidance for The Foundation stage, National Curriculum requirements
- use the principles of Assessment for Learning to encourage children to be more independent learners
- ensure feedback is given to children according to the school's policy on quality marking
- ensure planning and teaching promotes the aims of the school improvement plan thereby raising standards and contributing to whole school improvement
- keep clear records of children's progress in accordance with requirements for each key stage of the National Curriculum and school policy
- foster an atmosphere where caring relationships are promoted and celebrated, providing a model for necessary behaviours
- actively promote and implement positive behaviour management in line with school policies

- Give support to children in the class who have special needs by following the school's special needs guidelines
- follow all codes of practice in relation to safeguarding procedures and health and safety regulations and the reporting of accidents
- organise the classroom and ensure displays are relevant and well maintained, including working walls
- ensure effective use and maintenance of materials and resources
- keep the attendance register in line with statutory regulations
- set homework in accordance with school policy
- take full part in staff meetings and parent evenings
- perform playground duty

#### **Additional Notes**

- Medium term and weekly plans should be kept by teacher and made available to subject leads, co-ordinators and Head teacher on request.
- Planning should be available to inform other adults working in class.
- The contributions of all children should be valued, actively promoting school policy for inclusion and managing equality.
- Create a classroom atmosphere that ensures children feel safe, confident and ready to learn.
- Cooperate fully with all other members of staff and help promote good working relationships.
- Foster the development and continuation of good parent/teacher relationships.
- Inform the Head teacher or Deputy Head teacher of any concerns you may have about any individual child or group of children or of any worries you may have regarding your role and responsibilities.

This job description and allocation of particular responsibilities may be amended by agreement from time to time and, in any case, will be reviewed annually.

**Teacher's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Head Teacher's Signature** \_\_\_\_\_

### PPA Teacher Person Specification

Areas of Assessment	Essential	Preferred
<b>1. Qualifications</b>	First Degree Qualified Teacher Status Evidence of Professional Development A good honours degree	
<b>2. Experience</b>	Successful Teaching in KS2. Experience of using assessment effectively	Experience of teaching across the whole school.
<b>3. Management and Leadership</b>	A reflective practitioner committed to personal CPD. Ability to listen and act upon advice. Ability to express your own ideas on school improvement. Ability to make decisions Leading or directing non-teaching staff. Understanding of Safeguarding requirements.	An appreciation of the need to handle staff sensitively, yet motivating them.
<b>4. Teaching and Learning</b>	High expectations of pupil performance and behaviour. Maintaining a caring and supportive class environment and effective deployment of TAs. Evidence of planning lessons according to NC requirements and using ICT A working knowledge of assessment and evidence of high pupil achievement in your classes and groups.	Understanding of how to deploy TAs to raise pupil attainment.
<b>5. Philosophy</b>	Self motivated and self reliant. Creation of a safe environment. Commitment to the post. Empathy with vulnerable pupils. Commitment to working with outside agencies and parents/carers. An inclusive philosophy.	Understanding of how pupils learn. Involvement in school improvement.
<b>6. Other factors, skills and knowledge</b>	Good communication and interpersonal skills. A commitment to the whole-school philosophy.	Involvement in the life of schools. A positive approach with all stakeholders.