



PPA COVER TEACHER: JOB DESCRIPTION

Job title	PPA Cover Teacher
Grade	MPS
Responsible to	Principal and Senior Leadership Team
Responsible for	The learning of pupils, their well-being and their annual achievement in all teaching groups.
Effective from	October 2024

SUMMIT LEARNING TRUST Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

General responsibilities and duties:

- To carry out the professional duties as set out in the current Teachers Standards and any other duty requested by the Principal
- To be a consistently 'good' and often 'outstanding' teacher who meets the relevant set of personal professional standards for the specific pay phase, and takes responsibility for personal professional development
- To act as a role-model for learners and other colleagues and represent the academy in a manner consistent with its ethos and values
- To ensure that all work with pupil's underpins and promotes the academy's ethos and values as reflected in the mission statement of the Summit Learning Trust
- To promote and safeguard the welfare of all learners at the Academy

Specific Duties:

Set high expectations which inspire, motivate and challenge learners:

- establish a safe and stimulating environment for learners, rooted in mutual respect
- set goals that stretch and challenge learners of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of learners

Promote good progress and outcomes by learners:

- be accountable for learner's attainment, progress and outcomes
- be aware of learner's capabilities and their prior knowledge, and plan teaching to build on these
- guide learner's to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage learners to take a responsible and conscientious attitude to their own work and study.



Demonstrate good subject and curriculum knowledge:

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain learner's interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

Plan and teach well-structured lessons:

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding learners have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

Adapt teaching to respond to the strengths and needs of all learners:

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit learner's ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support learner's education at different stages of development
- have a clear understanding of the needs of all learners, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Make accurate and productive use of assessment and evaluation:

- adhere to the whole school system for recording and reporting individual learners performance ensuring compliance with all deadlines.
- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure learner's progress
- use data effectively to monitor progress, set targets, and plan subsequent lessons
- give learners regular feedback, both orally and through accurate marking, and encourage learners to respond to the feedback
- contribute to regular curriculum review to help maintain a relevant, stimulating and innovative curriculum provision.
- participate in lesson observations and other measures to monitor the delivery of learning outcomes



Manage behaviour effectively to ensure a good and safe learning environment:

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the academy, in accordance with the academy's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to learner's needs in order to involve and motivate them
- maintain good relationships with learners, exercise appropriate authority, and act decisively when necessary.

Fulfil wider professional responsibilities:

- make a positive contribution to the wider life and ethos of the academy
- develop effective and constructive professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support colleagues effectively
- establish good working relationships and practices, focused on maximising progress, with allocated teaching assistants.
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to learner's achievements and well-being.
- establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets as required.
- Attend meetings as requested.

Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct by:

- treating learners with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard learner's well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit learner's vulnerability or might lead them to break the law.
- demonstrating proper and professional regard for the ethos, policies and practices of the academy in which they teach and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities



General

- Oversee the development and organisation of any relevant extra-curricular activities and visits which extend learning beyond the classroom.
- Be open to the possibilities of outreach work within the Summit Learning Trust
- Any other appropriate and reasonable activity as may be directed from time to time by the Principal.

Notes

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms and duties and working time.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	