



HOLY TRINITY CE PRIMARY ACADEMY & NURSERY

Job Description and Particulars of Appointment

Details of Post

- PPA cover
- Academy: Holy Trinity CE Primary Academy & Nursery
- Reporting to: Head of School
- Main Workplace: Holy Trinity CE Primary Academy, Middleton Road, SY11 2LF
- Post Number:
- Grade and SCP: Grade 7 (SCP 12-17)

The academy is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

To Provide cover for classes during teaching staff Planning, Preparation and Assessment time (PPA) and deliver pre-prepared activities as and when required by the Executive Principal.

To work under the guidance of class teachers in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning, providing general support to class teachers in the management and organisation of the pupil and the classroom.

To assist teachers in creating and maintaining a purposeful, orderly and supportive learning environment and promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.

Principal Duties and Responsibilities

1. Support for pupils

- To support working relationships with pupils, acting as a role model and setting high expectations.
- To support pupils learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- To support pupils with special educational needs through the delivery of specific learning programmes pre-planned by the teacher and under instruction of the teacher.
- To contribute to setting individual education plan (IEP) targets and to IEP reviews.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To provide support to enable pupils to access work in the delivery of the Primary National Strategy.

2. Support for the teacher

- In the short-term unplanned and planned absence of teachers, to cover all pre-prepared activities to provide continuity for the pupils.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- To work on classroom displays following consultation with the teacher.
- To administer and mark routine tests in line with the school's feedback policy.

3. Support for the school

- To comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils as necessary.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To assist in the training and development of staff as identified by the Headteacher as necessary.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

4. Support for the curriculum

- As directed by the class teacher assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities.
- To help adapt and plan the resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

5. Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

6. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the academy's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the academy's Staff Code of Conduct and related policies and procedures.

7. Other Duties

- Any other duties that the Executive Principal feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Executive Principal in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**