

FORWARD EDUCATION TRUST

JOB DESCRIPTION: PPA & Cover Supervisor

SALARY SCALE: Grade 4

Job Purpose

- 1.1 To plan clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught. Record and assess pupils work whilst covering for teachers' PPA allocated absence.
- 1.2 To supervise whole classes during the unplanned/ unexpected short term absence of the class teacher under the guidance of senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures

2. Key Responsibilities

- 2.1 Where appropriate communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- 2.2 To identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught during allocated PPA timetabled slots.
- 2.3 Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- 2.4 Record and assess pupils work whilst covering for teachers' PPA allocated absence.
- 2.5 Manage the behaviour of pupils whilst undertaking this work.
- 2.6 Deal with any immediate problems or emergencies according to the school's policies and procedures
- 2.7 Mark and monitor pupils' class work in line with school procedures providing constructive and appropriate feedback.
- 2.8 Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- 2.9 Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- 2.10 Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the EVC.
- 2.11 Recognise own strengths and areas of expertise and use these to advise and support others
- 2.12 Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- 2.13 As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils learning that may include: contributing to whole school planning and evaluation, developing of IEP's, implementing agreed learning strategies, etc.

- 2.14 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people that he/she is responsible for or comes into contact with.
- 2.15 To ensure all tasks are carried out with due regard to Health and Safety
- 2.16 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.17 Supervising and teaching pupils whose teacher is not available to teach them.
- 2.18 Any directions which may reasonably be given by the head teacher.
- 2.19 To adhere to the ethos of the school
 - 2.19.1 To promote the agreed vision and aims of the school
 - 2.19.2 To set an example of personal integrity and professionalism
 - 2.19.3 Attendance at appropriate staff meetings and parents evenings

3. Supervision Received

- 3.1 Supervising Officer’s Job Title: Head Teacher or Delegated Manager
- 3.2 Level of supervision:
 - Left to work within establishment guidelines subject to scrutiny by supervisor

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school and the development needs of the member of staff.

Forward Education Trust is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must promote this ethos. Enhanced DBS clearance is required for this post. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Educated to a degree standard.	AF/C
	English and Maths GCSE Grade C or better (or equivalent)	AF/C
Experience Relevant work and other experience	Minimum of 2 years' experience as a teaching assistant, within the last 5 years	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Understanding of strategies for teaching and learning	AF/I
	Understanding of the national curriculum	AF/I
	Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting	AF/I
	Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes	AF/I
	Ability to contribute to planning and preparation of lessons and teaching materials	AF/I
	Ability to contribute to assessment and monitoring of pupil progress	AF/I
	Good communication and interpersonal skills	AF/I
	Good organisational and time management skills	AF/I
	Ability to work collaboratively with teachers and others	AF/I
	Ability to supervise others effectively, as required	AF/I
Ability to take responsibility and work with autonomy within set boundaries	AF/I	
Training	Willingness to undertake further professional training as appropriate	AF/I
Other		