

Job Description

Job Title: Primary Teacher – PPA Cover (0.4 FTE – Two Days per Week)

Responsible To: Headteacher

Contract: One year, 0.4 FTE (2 days per week)

Start Date: September 2026

Purpose of the Role

To provide high-quality teaching across EYFS, Key Stage 1 and Key Stage 2, enabling teachers to receive their statutory Planning, Preparation and Assessment (PPA) time. The successful candidate will deliver engaging, well-planned lessons that promote excellent progress, high expectations and positive behaviour, ensuring continuity of learning for all pupils.

Working collaboratively with class teachers and school leaders, the post holder will contribute to the school's commitment to providing a broad, balanced and ambitious curriculum within a nurturing and inclusive environment.

Main Duties and Responsibilities

Teaching and Learning

- Deliver high-quality teaching across EYFS, Key Stage 1 and Key Stage 2 in accordance with the school's curriculum and policies.
- Teach classes during teachers' allocated PPA time, ensuring pupils experience consistently high standards of learning.
- Plan lessons where required and adapt existing planning to meet the needs of individual classes and pupils.
- Create a positive, stimulating and inclusive learning environment that promotes high expectations and excellent behaviour.
- Differentiate learning to meet the needs of all pupils, including those with Special Educational Needs and Disabilities (SEND), pupils with English as an Additional Language (EAL), disadvantaged pupils and those with high prior attainment.
- Use effective teaching strategies to inspire, motivate and challenge pupils.
- Maintain continuity of learning through effective classroom organisation and clear lesson delivery.
- Use formative assessment to monitor pupils' understanding during lessons and adapt teaching accordingly.
- Mark pupils' work and provide feedback in line with the school's assessment and feedback policy.

- Communicate any significant achievements, concerns or safeguarding issues promptly to the class teacher and relevant leaders.

Curriculum

- Deliver lessons across a broad range of curriculum subjects in line with the school's curriculum.
- Promote high standards of literacy, numeracy and communication across all areas of learning.
- Foster pupils' curiosity, creativity, resilience and independence.
- Ensure learning is inclusive, engaging and appropriately challenging for all pupils.

Behaviour and Pupil Welfare

- Establish positive relationships with pupils based on mutual respect and high expectations.
- Promote positive behaviour in accordance with the school's behaviour policy.
- Support pupils' personal development, wellbeing and emotional regulation.
- Create a safe, inclusive and respectful learning environment where every child feels valued.
- Fulfil all safeguarding responsibilities and follow school policies and procedures at all times.

Assessment and Communication

- Provide clear feedback to class teachers regarding pupils' learning, progress, behaviour and any concerns arising during lessons.
- Contribute to assessment where appropriate by recording observations and outcomes from lessons taught.
- Maintain accurate records as required by school systems and procedures.

Professional Responsibilities

- Work collaboratively with teaching colleagues, support staff and school leaders to ensure continuity and consistency of provision.
- Attend relevant staff meetings, training and professional development opportunities.
- Uphold the Teachers' Standards and maintain high levels of professionalism at all times.
- Maintain confidentiality in relation to pupils, families and staff.
- Contribute positively to the wider life and ethos of the school.
- Undertake duties as directed by the Headteacher, appropriate to the role and in line with the School Teachers' Pay and Conditions Document.