



**Meysey Hampton Church of England
Primary School**

PPA Teacher (Part-time)
Fixed term – 12 months
Application Pack

Start Date: 13th April 2026

Dear Applicant

PPA Teacher (Part-time)

Thank you for your interest in the position of PPA Teacher (0.4) at Meysey Hampton C of E Primary School. This is a super opportunity for an experienced and skilled teacher to join our school team and contribute to further enriching the lives of our pupils. This role involves covering teachers' planning, preparation and assessment time across all year groups, delivering engaging lessons that maintain continuity and a high standard of learning. The successful candidate will adopt the role of class teacher and the roles and responsibilities accorded to that. Below you will find some information about our school, a job description and details of the application process.

Our School

Meysey Hampton Church of England Primary is a small village school situated in the heart of Meysey Hampton village on the Gloucestershire /Wiltshire border. We are surrounded by beautiful Cotswold countryside and serve the market towns of Fairford and Cirencester, as well as the nearby villages and hamlets. We are a friendly, caring and committed community who are proud of our lovely school and the warm and supportive learning environment we build. We have a well-established reputation as a school that encourages all children to develop as kind and pro-active individuals who aspire to do their best.

The school is arranged into four classes which are predominantly mixed age, with only our Reception pupils arranged as a single age class. We place a strong emphasis on providing high standards in Mathematics and English but we also pride ourselves on providing a broad and rich curriculum offer. Based on the National Curriculum, our curriculum is designed to build on pupils' prior learning and ensure children are well equipped for their next step. We provide a wide range of additional and extra-curricular activities, which we expect all members of staff to readily contribute to.

As a church school, we value one another and work hard as a team to ensure that our pupils live life in all its fullness. Together, we are building a school that is aspirational, welcoming and enriching in both its vision and practice, and we require all new team members to have this at the heart of all they do.

We work closely with our local cluster schools and all members of our staff are given opportunities to develop their practice through regular training and development meetings. As a small school, we are aware of the importance of working collaboratively, connecting with others in our community and being proactive and forward-looking. We value the experience and ideas that new colleagues and other professionals can bring, and embrace research and innovation to continually better ourselves.

Meysey Hampton C of E Primary School can offer you:

- Children who are enthusiastic, well-behaved and keen to learn
- Creative, inspirational and friendly staff to work with
- A supportive and welcoming learning environment
- Commitment to your continuing professional development

We encourage visits to school. This can be arranged by emailing admin@meyseyhampton.gloucs.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and other relevant pre-employment checks. References will be requested for short-listed applicants prior to an interview.

Key Information

Working hours:	2 days per week (0.4 FTE)
Working pattern:	We are flexible on which days these are but they will need to be the same days each week.
Salary:	Main Scale
Contract duration:	Fixed term for one year (maternity cover)
Application Closing date:	16th January 2026

Application Procedure:	Please apply using the application form on the Gloucestershire County Council found on our school vacancy page. Application forms should be accompanied by a covering letter addressed to the Head Teacher, Miss Claire Lewis. Please email your completed application to admin@meyseyhampton.gloucs.sch.uk .
Start date:	13th April 2026
Interview date:	TBC

MAIN PURPOSE

- Plan lessons and deliver pre-planned lessons across EYFS, KS1 and KS2 during teachers' PPA time for mixed age classes.
- Adapt teaching strategies to meet the needs of all learners, including SEND pupils.
- Maintain a positive classroom environment and uphold behaviour standards.
- Lead a non-core subject.
- Provide feedback to teachers and contribute to pupil progress.
- To carry out the professional duties of a teacher as set out in the *School Teachers Pay and Conditions Document and Teacher Standards* and as required by the school under the direction of the Headteacher.
- To welcome, aspire and enrich all children and adults in the school community.
- To be responsible for the learning and achievement of all pupils in the class ensuring equal opportunities for all and taking responsibility for promoting and safeguarding the welfare of the children in the school.
- To work collaboratively and proactively as a member of our school community and to uphold the educational and church values of the school.
- To be accountable for achieving high standards in work and conduct appropriate to the age-related expectations for the children who are taught in a single class of approximately 30 children.
- In addition to the hours a teacher is required to be available for work, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

GENERAL DUTIES AND RESPONSIBILITIES

- Deliver engaging lessons to EYFS, Key Stage 1 and Key Stage 2 pupils during PPA time.
- Provide support to maintain a positive and nurturing classroom environment.
- Collaborate with teaching staff to ensure the smooth running of the school day.
- Assess and monitor student progress, offering tailored support when needed.
- Deliver a challenging, engaging, sequential and age relevant curriculum that has high expectations of all pupils based on our agreed school rolling programme.
- Create a secure, happy and stimulating learning environment.
- Promote a positive ethos in the classroom and maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, independence, standards of work and homework.
- Set tasks which challenge all pupils and ensure high levels of interest using directed schemes and resources.
- Provide clear structure for lessons maintaining pace, motivation and challenge.
- Ensure the effective and efficient deployment of classroom support.
- Act within, the Statutory Frameworks which set out your professional duties in line with the duties outlined in The School Teachers Pay and Conditions document and Teachers Standard.
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentration and perseverance and listening skills.
- Manage classes effectively, ensure quiet, orderly working routines and environment.
- Be a positive role model and team player.
- To attend whole school events (Christmas and summer fairs, school concerts) as required.
- To lead a school-wide initiative as required.

SPECIAL CONDITIONS

- The post requires vetting in line with procedures determined for the Protection of Children and Young Persons, and a satisfactory medical.
- Employees must be conversant with the school's Health and safety Policy and take all reasonable precautions to ensure their own safety and that of pupils and colleagues.
- Post holders must at all times work within the framework provided by the schools stated 'Aims and Objectives' to support the general ethos of the school.

SAFEGUARDING

All staff have a responsibility to ensure that all child protection policies are adhered to and concerns are raised in accordance with these policies.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none">- Qualified Teacher Status- Degree in Education/PGCE- Mixed age classes experience	<ul style="list-style-type: none">- Evidence of recent additional training and commitment to continuing professional development
Teaching Experience	<ul style="list-style-type: none">- Commitment to personal welfare and safeguarding of children- Ensure the consistent implementation and delivery of the curriculum for all pupils- A highly professional approach to work and a passion for teaching- Up to date and working knowledge of the National Curriculum- Knowledge of appropriate resources and strategies which support outstanding teacher and learning opportunities- Excellent classroom management skills- The ability to manage behaviour effectively including the promotion of learning behaviours	<ul style="list-style-type: none">- Strategies for developing a creative curriculum- Previous experience as a subject lead-
Skills and Personal Characteristics	<ul style="list-style-type: none">- Commitment to the broader life of the school- Ability to establish positive links with parents- Ability to communicate effectively (both orally and in writing) with a variety of audiences- Professional at all times- Self-motivated- Adaptable, organised and resourceful	