



Great and Little Shelford C E (A) Primary School,
Church Street, Great Shelford, Cambridge, CB22 5EL

Tel: 01223 843107
office@shelford.cambs.sch.uk
www.shelfordschool.org.uk

From Knowledge Wisdom Flows

We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners

Headteacher: Mr. Chris Grey PGCE, MEd

PPA Teacher – Job Description 2021

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

The professional duties of a teacher at Great and Little Shelford CE (A) Primary School include:

Classroom Management:

- the planning and preparation of work which takes due regard of the requirements of the National Curriculum, the school's aims, objectives and policies;
- liaising with other colleagues to ensure curriculum continuity and progression;
- differentiating the curriculum to match the educational needs of the pupils in his/her care;
- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting clear targets building on prior attainment;
- using a variety of teaching methods to:
 - I. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
 - II. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
 - III. select appropriate learning resources.
- directing the work of all teaching assistants who support children in class, whether pupils are withdrawn or not;
- harnessing the resources, skills and expertise of parent and other volunteer helpers;
- the willingness to oversee trainee teachers.

Monitoring Assessment, Recording and Reporting:

- assessing how well learning objectives have been achieved and using them to improve specific aspects of learning;
- marking and monitoring pupils' work and setting targets for progress;
- assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitor strengths and weaknesses, informing planning and recognising the level at which the pupil is achieving;
- undertaking assessment of pupils as requested;
- contributing to informative reports to parents.





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Inclusion and Well-Being

- promoting the self-esteem and well-being of individual pupils and of any class or group assigned to him/her;
- completing records and reports on the personal and social needs of the pupils as required;
- protecting children by implementing our child protection procedures;
- safeguarding the health and safety of all children, both in school and when engaged in school activities elsewhere.

Behaviour and Discipline:

- embedding praise and positive reinforcement as the main behaviour management system;
- maintaining good order and discipline by implementing the school's therapeutic Behaviour and Anti-bullying Policy;
- ensuring good practice with regard to punctuality, standard of work and homework.

Administration:

- attending Collective Worship, registering the attendance of pupils and supervising before, during and after school sessions.

Curriculum Management:

- for those other than Newly Qualified Teachers, taking lead responsibility for a subject or aspect of the school's work and developing plans which identify clear targets and success criteria for its development and/or maintenance;
- contributing to the whole school's planning activities;
- managing a small budget, undertaking ordering and the allocation of resources.

Appraisal and Professional Development:

- participating in meetings which relate to the curriculum, administration, organisation and pastoral arrangements for the school;
- participating in arrangements made in accordance with education regulations for the appraisal of his or her performance and that of others;
- participating in further training and professional development;
- and any other reasonable request made by the Headteacher.

