



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Post Title:	PPA Cover Teacher – Oakway Academy
Post Holder:	
Responsible to:	Principal Vice Principal
Salary Grade:	Main scale
Full Time / Part Time:	Part Time – 0.6 FTE to work 3 full days

All Teaching Staff Professional Responsibilities:-

1. Work within the School Teachers Pay and Conditions document.
2. Promote the Academy's stated ethos.
3. Contribute to and implement the Academy's annual Improvement Plan and agreed policies.
4. Teach as directed throughout the Academy.
5. Monitor, expect and improve progress in pupil learning.
6. Participate in the pastoral management of children as requested.
7. Take part in appraisal procedures outlined in the agreed Academy policy.
8. Take responsibility for their own professional development.
9. Be accountable for the progress and attainment of all teaching groups.
10. To meet all the Teacher Standards and maintain a level of performance in line with career stage expectations.

PPA Cover Teacher Specific Responsibilities:-

1. Plan and deliver lessons for all National Curriculum subjects using a range of strategies to meet pupils' individual learning needs.
2. Have a thorough knowledge and understanding of the Academy curriculum, its teaching and place in the National Curriculum.
3. Set and mark homework according the Academy policies.
4. Mark, assess, record and report on pupils' achievements, setting appropriate targets for improvement.
5. Meet deadlines for reporting, marking, submission of assessment data and forecast grades.
6. Prepare pupils for formal assessments, taking part in standardising and moderating activities required by the academy and external moderators.
7. Contribute to the development of schemes of work and Academy policies as appropriate.
8. To play a key role in the development of PE & Sport across KS1 & KS2; working as a team creating, implementing and monitoring an action plan.
9. To effectively implement Teacher Assessment for PE & Sport for KS1 and KS2.

10. To work as a team member to implement, monitor and evaluate a curriculum overview for PE & Sport to ensure progression and coverage of the National Curriculum objectives across KS1 & KS2.
11. To ensure own subject knowledge and skills are kept up to date with relevant self-study and research.
12. Attend and contribute to appropriate meetings and professional development activities.
13. Contribute to the process of academy self-evaluation and improvement planning.
14. Undertake whatever other duties might reasonably be requested by the Principal.

Class Teacher Responsibilities:-

1. Take responsibility for day to day discipline routines and attendance.
2. Review and discuss pupils' work and welfare, setting targets as necessary.
3. Promote good behaviour and positive attitudes at all times.
4. Support year group and Academy activities as appropriate.

Band 3 Teachers (UPS):-

1. Play a senior and proactive role within the academy to enhance the quality of provision.
2. Play a senior and proactive role within the academy to enhance the extra-curricular provision and opportunities.
3. Play a proactive role in leading the professional development of other colleagues within the academy.

Band 4 Teachers (Lead Practitioner):-

1. Work to improve the type and quality of provision across the Academy and/or Academy Trust.
2. Play a proactive role in leading the professional development of other colleagues across the Academy and/or Academy Trust.

General:-

1. Responsibility for safeguarding and promoting the welfare of children at the Academy.
2. The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
3. Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
4. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
5. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document 2013, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within the School Teachers' Pay & Conditions Document.

Signature of Post Holder: _____

Date: _____

Signed on behalf of the Academy _____

Date: _____