

Name		Alec Reed Academy Job Description
Date drafted	May 2017	
Date reviewed	June 2022	
		The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA. It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.
MANAGEMENT DETAILS		
Job Title	PRIMARY PPA COVER SUPERVISOR	
Location/work base	Alec Reed Academy	
Grade		
Reporting to:	The Board of Trustees through the Principal & CEO	
Line Manager	Primary Pupil Progress Leaders; and Head of Primary Phase	
Posts directly supervised:		
Staff or contractors indirectly supervised		
THE MAIN PURPOSE OF THE JOB		
The main purpose of this role is to oversee lessons for teachers who are scheduled for Planning, Preparation and Assessment (PPA) Time. You will be expected to liaise with the teacher or Primary Pupil Progress Leader who will have set the 'Cover Work'. Following Academy policies you will then supervise the class through the lesson providing support and encouragement as appropriate and dealing with issues as they arise. Any issues or problems during a lesson would be reported to the Pupil Progress Leader or Head of Primary Phase and/or SaFE Worker for the year group using the appropriate channels. You are responsible to the Primary Pupil Progress Leader in the first instance; Assistant Head, Deputy Head and Head of Head of Primary Phase; and ultimately the Academy Principal.		

SPECIFIC DUTIES AND RESPONSIBILITIES

Key Areas of Responsibility:

The Primary PPA Cover Supervisor is responsible for the following:

Teaching

You shall carry out the professional duties of a Cover Supervisor at Alec Reed Academy covering for Primary Teachers during their PPA time under the reasonable direction of the Class teacher, Pupil Progress Leaders and the Head of Primary Phase and as contained in the statement of Conditions of Employment. There may also be the rare occasion where cover is needed in the event of a sickness (at such a time as the dedicated Relief Cover Supervisors are unable to cover). In each case having regard to the curriculum for the Academy and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you.

- Using planning provided to prepare pupils for lessons
- Taking of an accurate and up-to-date class register and following the school procedures on pupils attendance, checking reading records, uniform and issuing of notices, letters home and accompanying the class to appropriate assemblies
- Teaching, according to their educational needs, the pupils assigned to you including the marking of work to be carried out by the pupils in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment, and social needs of the pupils
- Communicating and consulting with the parents of the pupils
- Communicating and co-operating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above.

Other activities

- Promoting the general progress and well-being of individual pupils
- Providing guidance and advice to pupils on educational and social matters and on their future education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports
- Making records and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of the pupils
- Communicating and co-operating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using ICT as directed
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Any other reasonable ad hoc works, administration or services required.

Assessment and Reports

- Contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Educational Methods

- Advising and co-operating with the Class teacher, Primary Pupil Progress Leaders, Assistant Principals and other teachers (or any one or more of them) on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health & Safety

- Maintaining good order and discipline among the pupils and safeguarding the health and safety of pupils and others authorised to be on the school premises and when they are engaged in authorised Academy activities elsewhere in line with the Academy Health & Safety Policy

- Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct.
- Responsibility for your teaching areas with regard to good order, health and safety, appearance and display
- Whilst at work, to take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.

Staff Meetings:

- Participating in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements

Public and Internal Examinations:

- Participating in arrangements for preparing pupils for public and internal examinations and in assessing pupils for the purpose of such examinations and recording and reporting such assessment.

Management

- Undertake whole Academy duties in accordance with published rotas, assist in the management of pupils when not in timetabled lessons
- Taking part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Administration

- Participating in administration and organisational tasks related to such duties as are described above, including the management and supervision of persons providing support for the teachers in the school and the ordering, allocation, and best use of resources, minimising waste
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether the duties are to be performed before, during or after school sessions.

Terms & Conditions

36 hours per week, Monday to Friday starting at 8.15am, finishing on Monday at 4.15pm, Tuesday and Wednesday at 3.45pm, Thursday at 4.45 and Friday at 3.15pm. Term-time only plus Professional Development days.