

The Heath Family (NW)

Job Description

Post Title	Teacher PPA Cover – Primary
Hours	Part Time 0.6 FTE, all year round – FTC (31/08/2025)
Salary	Main Pay Range – Upper Pay Range (£30,000 - £46,525)
Accountable to:	THFNW Trust Board / Head of School / Executive Principle
Line Manager:	Head of School
Accountable for:	School Learning
Overall purpose of the post:	
<p>The teacher will:</p> <ul style="list-style-type: none"> • Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document • Meet the expectations set out in the Teachers’ Standards 	
Duties and Responsibilities	
<p>Teaching:</p> <ul style="list-style-type: none"> • Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work. • Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment. • Adapt teaching to respond to the strengths and needs of pupils. • Set high expectations which inspire, motivate and challenge pupils. • Promote good progress and outcomes by pupils. • Demonstrate good subject and curriculum knowledge. • Participate in arrangements for preparing pupils for external tests. <p>Whole-school organisation, strategy and development:</p> <ul style="list-style-type: none"> • Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s vision and values. • Make a positive contribution to the wider life and ethos of the school. • Work with others on curriculum and pupil development to secure coordinated outcomes. • Provide cover, in the unforeseen circumstance that another teacher is unable to teach. <p>Health, safety and discipline:</p> <ul style="list-style-type: none"> • Promote the safety and wellbeing of pupils. • Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment. <p>Professional development:</p> <ul style="list-style-type: none"> • Take part in the school’s appraisal procedures. • Take part in further training and development in order to improve own teaching. • Take part in the appraisal and professional development of others, where appropriate. 	

Communication:

- Communicate effectively with pupils, parents and carers.
- Add any other duties of particular relevance to your school.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Personal and professional conduct:

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Management of staff and resources:

- Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- Contribute to the recruitment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Special Features	N/A
Supplementary Support	<ul style="list-style-type: none"> a) Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person. b) Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop. c) Contribute to the overall ethos/work/vision and values of The Heath Family (NW) d) Attend and participate in meetings outside of normal working hours. e) Participate in training and other learning activities as required. f) Recognise own strengths and areas of expertise and use these to advise and support others. g) Other duties agreed from time to time by the post holder with their Line Manager. h) Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

Notes:	This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
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PERSON SPECIFICATION –		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
• Qualified teacher status.	X	
• Degree.	X	
• Successful primary teaching experience.	X	
• Knowledge of the National Curriculum.	X	
• Knowledge of effective teaching and learning strategies.	X	
• A good understanding of how children learn.	X	
• Knowledge of guidance and requirements around safeguarding children.	X	
• Knowledge of effective behaviour management strategies.	X	
Skills, Abilities and Personal Qualities		
• Good ICT skills, particularly using ICT to support learning.	X	
• Ability to adapt teaching to meet pupils' needs.	X	
• Ability to build effective working relationships with pupils.	X	
• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.	X	
• High expectations for children's attainment and progress.	X	
• Ability to work under pressure and prioritise effectively.	X	
• Commitment to maintaining confidentiality at all times.	X	
• Commitment to safeguarding and equality.	X	
Suitability to work with children		
• Enhanced DBS clearance is required for this position	X	