



JOB DESCRIPTION: Teacher

Job Title/Post: PPA Teacher

Salary: Teachers Main Pay Scale

Responsible to: The Headteacher

Job Purpose:

- To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the head teacher
- To make strategic evaluations of teaching, learning, and personnel issues as a supportive and well-motivated team member
- To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the attached provisions of the School Teachers' Pay and Conditions Document (see below) and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Relationships

The postholder is responsible to the head teacher for his/her teaching duties and responsibilities and for teaching tasks.

The postholder may be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.

Particular Responsibilities

The particular responsibilities attaching to the post of PPA teacher are as follows:

- (a) to teach, according to their educational needs, pupils assigned to him/her in the allocated class;
- (b) to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class;
- (c) to maintain discipline in accordance with the rules and disciplinary systems of the school;
- (d) to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and
- (e) to promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

Key Tasks

The key tasks attaching to the post of PPA teacher are as follows:

- (a) to monitor and report to parents on the progress of pupils in the allocated class;
- (b) to assess pupils' achievements and progress in accordance with arrangements agreed within the school; and
- (c) to mark class attendance registers.

Job Purpose:

To plan, implement and deliver an appropriate and differentiated curriculum for all pupils and to support a designated curriculum area as appropriate.

To contribute to raising standards of pupil attainment.

To monitor and assess pupil progress according to the NC2014 standards to improve their quality of learning and personal growth.

To undertake the professional duties and responsibilities of a Teacher, as set out in the current School Teachers' Pay and Conditions document. To uphold the professional code of the General Teaching Council for England.

Core Responsibilities

1. To teach pupils assigned to the teacher and to ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
2. Role model the ethos and core values of the school while teaching pupils.
3. Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies within the school.
4. To ensure the effective and efficient use of any staff (teaching or non-teaching) that is supporting the delivery of teaching of and learning in the classroom.
5. To teach pupils according to their educational needs.
6. To implement and follow the schools policies and procedures as approved by the Head Teacher, Leadership Team or Governors.
7. To set targets for pupils learning based on prior attainment.
8. Provide a stimulating classroom environment where resources can be accessed appropriately by all pupils.
9. To participate and engage with the Performance Management Process, for the appraisal of their own performance and that of other teachers.
10. Maintain good order and discipline in the classroom in accordance with the schools behaviour policy.
11. To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school.
12. To maintain an accurate register.
13. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
14. To set and mark appropriate work, both in school and for homework, for pupils to assess progress and inform future learning.
15. To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
16. To take part in the schools staff development programme by participating in arrangements and opportunities for continuous professional development.
17. To attend and participate in meetings which relate to the school's management, curriculum, administration or organisation.
18. To work with officers of relevant outside agencies or bodies.
19. To report to parents on the development, progress and attainment of pupils.

Other Duties and Responsibilities

Other duties that the Head Teacher may from time to time ask the post-holder to perform in consultation with the teacher.

General Notes

1. The current Conditions of Employment for Teachers is taken from the School Teachers' Pay and Conditions Document current at the time of issue. This may change from year to year to year as the document is re-issued. It is the responsibility of the post holder to ensure they are aware of these changes.
2. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
3. You are required to comply with any reasonable request from your manager to undertake work of a similar level that is not specified in this job description.
4. This job description is current at the date shown. This job description may be changed, in grade job and title. Where such a change is felt to be necessary by the employer and agreement cannot be reached, changes may be made by the employer giving the required notice of a change to the job description.

This post will be subject to an enhanced disclosure from the Criminal Records Bureau

Other Duties and Responsibilities

To be determined in September's Performance Management Interview.

Signed: Headteacher: _____

Date: _____

Documents: <https://www.education.gov.uk/publications/.../DFE-00516-2010>
School Teachers' Pay and Conditions Document 2011 and Guidance on School Teachers' Pay and Conditions PDF

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File Name: DFE-00072-2011.pd