GLF Schools - Job Description

Job Title	PPA Cover Supervisor	**Job Reference**	
Location	Longford Park Primary School	**Travel required**	N
Cluster			

Core purpose

To cover PPA time in a class under the direction of the class teacher. This will include delivering a lesson, which has already been planned by the class teacher and then marking the children's books at the end of the lesson.

Key Accountabilities

Strategic

- To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.
- Contribute to the children's learning, using knowledge of school policies and practice.
- To implement the School Development Plan priorities using teamwork.

Learning & Teaching

- To aid the children to learn as effectively as possible both in group situations and on his/her own by, for example; clarifying and explaining instructions.
- Ensuring the children are able to use equipment and materials provided.
- Motivating and encouraging the children as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to children's needs.
- Using praise, commentary and careful questioning to encourage the children to concentrate and remain on task.
- Providing additional nurture to individuals when requested by the class teacher, SENCo or Inclusion Leader.
- Consistently and effectively implementing agreed behaviour management strategies.
- Assisting in carrying out individual programmes of learning or therapy.
- Helping to make appropriate resources to support the children.
- To establish supportive relationships with the children concerned.
- To monitor the children's responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the children's efforts and develop self-reliance and self-esteem.
- To mark the children's learning under the direction of the class teacher.
- To support the children in developing social skills both in and out of the classroom.
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback on the children's learning and behaviour to the teacher, SENCo or Inclusion Leader, including feedback on the effectiveness of the behaviour strategies adopted.

- Under the direction of the teacher, carry out and report on systematic observations of children to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- Where appropriate, to know and apply positive handling techniques.
- To contribute towards reviews of the childs progress as appropriate.

Recording & Assessment

- To maintain an accurate record of the purpose, nature and outcome of all teaching and learning carried out with the children.
- To maintain the Confidentiality Policy of the school inside and outside the workplace
- To update the Inclusion Leader, SENCO and Class Teacher by information sharing at regular meetings.

Additional Duties

- Works within the framework set by the teacher, to contribute effectively to planning and preparation of lessons and undertakes the PPA Cover role in these, including selection and preparation of children's learning activities in accordance with professional judgements made by the Headteacher or other appropriate teaching staff.
- Use ICT to advance children's learning and confidence.
- Participate in organisation and accompany children on off-site activities under an agreed system of supervision.
- Liaise with SENCo and Inclusion Leader to take part in training activities offered by the school to further knowledge and skills.

Accountability

- Accountable to the Headteacher**.**
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Collaborative working

- GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.