



“Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.”

Matthew 7: 7

Our school vision is deeply rooted in the theology and Biblical teachings of Matthew 7:7 which speaks of the importance of prayer as a way of developing an enriched life and personal relationship with God as Father, Son and Holy Spirit.

At the heart of our school community is a commitment to prayer and worship. Our curriculum provides children with a thirst for knowledge and wisdom, a high level of challenge and a deep understanding that we are all equal and made in the image of God. Our relationships with each other, our local community and global companions leads us to want to care and serve others.

Job Description of a PPA and Support Teacher

JOB TITLE: Preparation, planning and assessment and Support Teacher

RESPONSIBLE TO: Headteacher

MAIN DUTIES AND RESPONSIBILITIES:

The postholder must, at all times, carry out his/her duties and responsibilities with due regard to Inclusive Opportunities, Safeguarding and Child Protection guidelines.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Condition Document. These detail the professional and particular duties required of teachers, together with requirements for management time, working time and guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

The PPA and Support teacher will also be involved in:

- ensuring that all teachers receive their PPA entitlement during timetabled teaching time;
- providing enrichment activities and specified work, as directed by class teacher, to enhance the curriculum and increase standards;
- assisting or supporting the work of the class teacher;
- supporting the learning of pupils with special educational needs;
- taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- co-ordinating or managing an agreed area of the curriculum to support the school improvement plan.

It is the responsibility of the PPA and Support teacher to:

1. be aware of the vision and educational aims of the school and to support the achievement of these aims.
2. ensure the safety of the children in his/her care at all times, and to comply with the Health and Safety responsibilities issued by the governors of the school.
3. to undertake any other duties of a similar level and responsibilities as may be required/from time to time.
4. be responsible for providing PPA release for teachers as timetabled
5. to provide teaching and learning support for pupils with special educational needs and the More Able within and out of class and,
6. be responsible for liaising effectively in all aspects of teaching and learning including: planning, preparation, assessment, monitoring, evaluating and reporting to class teachers and parents.

Over a period of time, it might reasonably include:

- reviewing and co-ordinating the usage of resources in the area of responsibility;
- suggesting issues in the subject(s) for further development;
- arranging and promoting relevant subject activities to promote pupil's enthusiasm and interest;
- reviewing and developing curriculum policy in the subject(s);
- evaluating relevant assessment information for individuals, groups or cohorts;
- providing advice and supporting staff in the subject(s);
- reporting on progress, achievement and standards achieved by pupils to staff, governors or parents.

At Hampden Gurney School we closely follow both local and national guidelines for the safeguarding and well-being of all our pupils.

PPA and Support Teacher Person Specification

	Essential	Desirable
Qualifications	Teaching qualification QTS/NQT Degree or further relevant professional qualification	Good Honours degree. Further professional study
Experience	Recent primary class teaching experience	Experience of teaching across the school age range Some experience of teaching in Foundation Stage
Teaching and Learning	<p>Very good reflective teacher with a clear understanding of effective teaching and learning</p> <p>Ability to develop positive relationships with children and work successfully in partnership with teachers and parents</p> <p>Effective interpersonal and communication skills (written and verbal)</p> <p>Sound knowledge of the primary curriculum</p> <p>Ability to plan an appropriate broad based curriculum that meets the needs of all pupils</p> <p>Ability to ensure continuous assessment informs the planning and delivery of differentiated tasks</p> <p>Willingness and ability to lead one or more subjects across the school</p> <p>Ability to work well in a team</p> <p>Willingness to take a full part in the life of the school</p>	

	Essential	Desirable
Personal Skills and Philosophy	<p>To be enthusiastic and energetic</p> <p>To be flexible, adaptable, accept change, take on board new ideas and have a commitment to professional development</p> <p>A strong commitment to school improvement</p> <p>A firm belief in inclusion, equality and diversity</p> <p>A strong commitment to Every Child Matters</p> <p>Confident user of ICT</p>	<p>Commitment to a sustainable environment</p> <p>Good attendance record</p>

At Hampden Gurney School we closely follow both local and national guidelines for the safeguarding and well-being of all our pupils.