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| PPA COVER TEACHER**GRADE:** In line with the current School Teachers’ Pay and Conditions DocumentE-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. |
| **PURPOSE OF JOB*** Supervision of all classes to cover PPA and also staff absence, including implementation of work programmes, managing behaviour and assisting in relevant activities. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and ensure delivery of high-quality teaching and learning for which the teacher is accountable.
* To deliver PE lessons
* To assist in the delivery of afterschool clubs.
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| **RESPONSIBLE TO:** The Headteacher/Assistant HeadteacherE-ACT recognises and values continued professional development. Therefore, training opportunities will be made available as appropriate or necessary. |
| **MAIN DUTIES:**  * The Supervision of all classes to cover PPA time and also staff absences where required.
* Demonstrate and teach lessons which are consistently ‘good’ or ‘better’ and work with colleagues to become an ‘outstanding’ teacher.
* Plan, prepare and teach lessons to meet the learning needs of the pupils in accordance with the objectives of the Academy, its curriculum and schemes of work.
* Assess children’s learning, celebrate achievement and inform future planning using relevant national guidelines.
* Report on pupils’ attainment, development and learning needs to ensure that progress is tracked and pupil performance targets are achieved so that all children make good or better progress.
* Contribute to the development, implementation and evaluation of the policies, practices and procedures in such a way as to support the values and visions of the Academy.
* Contribute to and work with others on the curriculum and/or pupil development to secure coordinated outcomes for all pupils.
* Promote the safety and well-being of pupils and to have shared responsibility for the safeguarding and welfare of children.
* Maintain a constructive working relationship with all colleagues.
* Create an inviting and stimulating teaching environment within the classroom, including the celebration of pupils’ achievements.
* Contribute to and participate in arrangements for the appraisal and review of their own performance.
* Participate in arrangements for the training and professional development of themselves and the team.
* Adhere to all policies and procedures set out by the Academy.
* Participate and lead in school-based meetings as required.
* Promote positive relationships between members of the whole Academy community.
* Conduct oneself in a professional manner at a times and have the same expectation of others.
* Carry out all duties assigned as a Class Teacher
* To carry out any other duties which fall within the broad spirit, scope and purpose of the job description.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of the effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out consultation with the post holder. |

**OUR VALUES**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

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| **Thinking Big** | * Show energy, enthusiasm and passion for what you do
* Demand the highest quality in all that you do, and in the work of your team
* Willing to champion new ideas and think beyond the status quo
* Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better
* Be open to new ideas and change where it will have a positive impact on the organisation
* Show a willingness to embrace different ideas and ways of thinking to improve E-ACT
* Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work
* Commitment to self-development, and developing your wider Team
* Ability to self-reflect on yourself, your performance, and to think about how this could be improved further
* Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence
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| **Doing the Right Thing** | * Have integrity and honesty in all that you do
* Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work
* Take responsibility and ownership for your area of work
* Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils
* Be transparent and open
* Be resilient and trustworthy
* Stand firm and stay true to our mission
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| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual
* Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission
* Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level
* Recognise and celebrate the success and achievements, no matter how small, of your colleagues
* Be generous with sharing your knowledge to help to develop others
* Understand and be willing to receive suggestions and input on your area of work from others
* Support your colleagues, even when this means staying a little later, or re-prioritising some of your work
* Be aware of other peoples’ needs and show an ability to offer genuine support
* Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams
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