

**Pay grade** – H4, full-time equivalent hours per week 37, weeks paid per year 43.3 (44.1 after 5 years’ service, 44.3 after 10 years’ service)

**School Vision and Values**

***Learn, Achieve, Enjoy***

***At Weston (CofE) Primary and Nursery School we strive to provide an education of the highest quality;***

* ***welcoming all into our safe, friendly school***
* ***nurturing each child to achieve their full potential and develop self-confidence***
* ***preparing children for the rest of their lives***
* ***promoting Christian and British Values***
* ***working as a team with close links to the rest of the community***
* ***with high expectations of everyone.***

**Purpose of the role:** To contribute to the achievement of the school’s vision and values by providing regular PPA cover for teachers.

**Responsibilities:**

* Plan, prepare, teach and mark/assess work completed during teachers’ PPA time
* Assess, record and report on development, progress and attainment as agreed with teaching staff
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of teaching staff
* Select and adapt appropriate resources/methods to facilitate agreed learning activities
* Liaise with teaching assistants so that they can work with individuals or small groups of pupils and provide feedback to the HLTA
* Support pupils, while also promoting independent learning
* Demonstrate high expectations of pupils’ behaviour and of the quantity and quality of work pupils should produce
* Prepare and keep tidy the learning environment and resources, including photocopying and displays, and contribute to maintaining a safe environment
* Provide feedback to pupils in relation to attainment and progress (questioning pupils, challenging pupils)
* Support learning by arranging/providing resources for lessons/activities
* Cover a class for other short periods of teachers’ absence when required
* Provide a positive role model for pupils
* Take responsibility for developing own professional development
* Assist with break-time supervision
* Provide First Aid for pupils
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
* Other tasks as reasonably requested.

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| **Knowledge**  NVQ level 2 in numeracy and literacy (or equivalent)  Basic knowledge of IT  Awareness of health, wellbeing and safety  Awareness of keeping children safe  Awareness of data protection and confidentiality  Basic knowledge of First Aid  Understanding of the school’s vision and values | **Competencies**  Communication (written and verbal)  Problem solving  Team working  Active listening  Motivation  Resilience  Sensitivity |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This job description will be reviewed annually as part of the performance management process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*