

Job Description

PPA Cover



The Stour Academy Trust

Our Vision



The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21st century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today's innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others.

Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.

PPA Cover – Teaching Assistant

Main Purpose of the Role

The PPA Cover role at The Stour Academy Trust plays a vital part in ensuring continuity and quality of education across our schools in Kent. This position supports the delivery of our 21st-century education vision by providing high quality classroom cover during Planning, Preparation, and Assessment (PPA) time and other occasions when teachers are unavailable. The role contributes directly to personalised learning by following existing plans and supporting pupil's progress, fostering an inclusive and enabling environment that reflects our commitment to removing barriers to achievement. The PPA Cover ensures that pupils continue to experience a stimulating, child-centred learning environment that promotes collaboration, independence, and social-emotional development in line with the Trust's vision and values.

Key Responsibilities and Duties

Classroom Cover and Teaching Support

- Provide cover for classes across the school during teachers' PPA time or unforeseen absences, ensuring smooth continuity of learning.
- Deliver lessons following the planning and schemes of work provided by class teachers or subject leads.
- Adapt teaching approaches to meet the diverse needs of pupils, supporting personalised learning and engagement.

Assessment and Feedback

- Mark pupils' work accurately and provide constructive feedback that supports learning and progress.
- Record and report on pupil achievements and share relevant feedback with the class teacher to inform future planning.

Behaviour and Learning Environment

- Maintain a positive, safe, and well-ordered classroom environment that promotes pupil wellbeing and effective learning.
- Manage pupil behaviour effectively in line with school policies to ensure a respectful and productive atmosphere.

Supporting the School Vision and Values

- Promote the Trust's vision of equipping pupils with the cognitive and social-emotional skills required for success in the 21st century.
- Embrace and contribute to the innovative use of technology and flexible learning environments to enhance pupil engagement and achievement.
- Foster strong relationships with pupils to support their learning and personal growth, ensuring no barriers to achievement within the school community.

Professional Development

The PPA Cover role offers opportunities for continuous professional growth within The Stour Academy Trust's forward-thinking environment. Staff are encouraged to engage in ongoing training linked to effective teaching practises, behaviour management, and the innovative use of technology to enhance personalised learning. The school's commitment to developing cognitive and social-emotional skills provides a dynamic platform for staff to broaden their expertise and contribute meaningfully to the Trust's pedagogical model. Participation in Trust- wide professional development initiatives and collaborative learning communities is strongly supported.

Safeguarding

The Stour Academy Trust places the safeguarding and wellbeing of all pupils at the heart of its work. The PPA Cover is expected to:

- Work in strict accordance with statutory safeguarding guidance (e.g., Keeping Children Safe in Education) and the Trust's safeguarding and child protection policies.
- Promote the safety, welfare, and wellbeing of all pupils during classroom cover and throughout the school day.
- Remain vigilant to signs of pupil distress or safeguarding concerns and promptly report these to the designated safeguarding lead (DSL).
- Maintain a safe learning environment and adhere to all health and safety procedures relevant to their role.
- Contribute actively to the culture of safeguarding within the Trust by maintaining professional conduct and promoting pupil protection at all times.

This job description reflects the key requirements and expectations for the PPA Cover role within The Stour Academy Trust's Primary School settings. It aligns with the Trust's vision to deliver a personalised, inclusive, and technologically enhanced education that prepares pupils for success in the 21st century.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.