



## **Cummersdale School**

### **Job Description**

### **PPA Teacher**

#### **Job Purpose**

To carry out the professional duties of a teacher as circumstances may require in accordance with the school's policies under the direction of the Headteacher.

#### **Areas of Responsibility and Key Tasks**

##### **Planning, Teaching and Class management**

- Ensuring every pupil has access to a balanced, broad-based curriculum relevant to individual needs
- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and high expectations
- Setting clear targets built on prior attainment
- Providing clear structures for lessons, maintaining pace, motivation and challenge
- Making effective use of assessments
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work
- Using a variety of teaching methods to ensure that pupils acquire and consolidate knowledge, skills and understanding
- Promoting the spiritual, moral, cultural and physical development of the pupils
- Promoting a positive ethos with a strong emphasis on mutual respect and equal opportunity

##### **Monitoring, Assessment, Recording and Reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils progress systematically
- Prepare and present informative reports to parents

##### **Curriculum Development**

- Contribute to the whole school's planning activities
- To co-operate and collaborate with other members of staff
- To work alongside outside agencies as necessary



## **Cummersdale School Job Description SENCo**

### **Job Purpose**

To co-ordinate and lead the support for students with a wide range of needs, helping them achieve their fullest potential in today's changing world.

### **Areas of Responsibility**

- Management of the SEN provision across the school
- Assist in the identification, assessment, and review of students with SEN, including EHCPs
- Co-ordinate and deliver targeted interventions for students with a range of needs, both in and out of the classroom
- Work closely with parents, teaching staff, support staff, and external agencies to ensure effective support and inclusion
- Contribute to the development and implementation of Pupil Passports (or similar) and other support strategies
- Monitor and track student progress, maintaining accurate records reporting to the HT
- Support with the organisation of annual reviews, meetings, and parent communications
- Promote a positive, inclusive, and nurturing environment for all students
- Assist with staff training and development in SEN best practice

### **Other Specific Duties**

- To continue personal professional development as required
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- Attend staff and other meetings and participate in staff training
- Perform any other appropriate duties as and when required



## Cummersdale School

### Further Information

#### The Post

- The successful candidate will teach throughout the school covering 4 classes for half a day whilst teachers receive their PPA time (0.4). They will also have time to work on the SEN Needs of the pupils as well as having their own PPA time (0.2). There may be the possibility of an additional half day (0.1) to cover curriculum release time for teachers.
- The position has come about after re-organisation of roles within the school following the previous SENCo leaving the school earlier this term.
- The school has relatively low numbers of SEN with 8% of its pupils on the SEN register.
- The teaching staff are well-established and the school are looking for someone forward thinking with drive and enthusiasm.
- The days of work would ideally be Monday, Tuesday, Wednesday but there is some flexibility but consecutive days are preferred.
- The successful candidate should be familiar with teaching Key Stage 1 and 2 children and should have some experience of teaching mixed aged classes.
- Both experienced and newly qualified teachers are encouraged to apply.
- Please state curriculum and other strengths in your application. A genuine interest in Art or Humanities would be good, but is by no means essential and an honest summary of teaching strengths would be preferred. Similarly, knowledge and experience of leading safeguarding would be useful.
- Each class has a teaching assistant and it is essential that good relationships between teacher and teaching assistant are established.
- The postholder will contribute to school life in general and a time commitment to this is expected.

#### The School

- Cummersdale School is a small village primary school on the urban fringes of Carlisle. Founded in 1884, it originally provided education for the children of Cummersdale. Today, two thirds of our children come from outside Cummersdale, mainly from Denton Holme and Morton but also further afield from Dalston and parts of Carlisle.
- There are currently 97 children in the school. There are 4 classes: Reception, Y1/2, Y3/4 and Y5/6.
- The school has attractive traditional buildings and spacious grounds.
- The school achieved a 'good' rating from Ofsted in 2022.
- Sporting activities and achievements are a key feature of the school. Staff provide a wide range of extra curricular activities which include football, running and gymnastics as well as chess and cookery.

See the school website and for further information [www.cummersdale.cumbria.sch.uk](http://www.cummersdale.cumbria.sch.uk)