# PPA & Cover Supervisor

**The Bridge School**  
Coppice View Road, Sutton Coldfield, Birmingham, B73 6UE  
Phone: 0121 464 8265  
Email: recruitment@bridge.fet.ac

## JOB DESCRIPTION

**PPA & COVER SUPERVISOR FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

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<th>JOB TITLE</th>
<th>PPA &amp; Cover Supervisor</th>
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| SALARY SCALE | £26,470 - £33,136 pro rata  
£20,326 - £25,446 actual |
| CONTRACT TYPE | Permanent – Term Time Only – 32.5 hrs. per week  
9:00am – 4:00pm |
| CONTRACT START DATE | September 2019 |

**1. Job Title**  
1.1. PPA & Cover Supervisor (Working with pupils who hold a Statement of Special Educational Needs)

**2. Job Purpose**  
2.1. To plan clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught. Record and assess pupils work whilst covering for teachers’ PPA allocated absence.  
2.2. To supervise the whole classes during unplanned/unexpected short-term absence of the class teacher under the guidance of senior staff. Including implementing work programmes, managing pupil behaviors and assisting pupils in relevant activities in line with the schools policies and procedures.

**3. Key Responsibilities**  
3.1. Where appropriate communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.  
3.2. To identify clear learning objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught during allocated PPA timetabled slots.
3.3. Set appropriate and demanding expectations for pupils’ learning and motivation.
3.4. Set clear targets for pupils’ learning, building on prior attainment.
3.5. Record and assess pupils work whilst covering for teachers’ PPA allocated absence.
3.6. Manage the behavior of pupils whilst undertaking this work.
3.7. Deal with any immediate problems or emergencies according to the school’s policies and procedures.
3.8. Mark and monitor pupils’ classwork in line with the school procedures providing constructive and appropriate feedback.
3.9. Report to the teacher as appropriate using the school’s agreed referral procedures on the behavior of pupils during class, and any issues arising.
3.10. Provide general clerical/administrative support, e.g. input and retrieval of data into computerized and manual systems, taking registers etc. as required.
3.11. Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of EVC.
3.12. Recognize own strengths and areas of expertise and use these to advise and support others.
3.13. Provide appropriate guidance and supervision and assist in training and development of staff as appropriate.
3.14. As required and under the guidance of teaching/senior staff, undertake a range of activities to support pupils learning that may include: contributing to whole school planning and evaluation, developing of IEP’s, implementing agreed learning strategies, etc.
3.15. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people that he/she is responsible for or comes into contact with.
3.16. To ensure all tasks are carried out with due regard to Health and Safety.
3.17. To undertake appropriate professional development including adhering to the principle of performance management.
3.18. Supervising and teaching pupils whose teacher is not available to teach them.
3.19. Any directions, which may reasonably be given by the Head teacher.
3.20. To adhere to the ethos of the school
   3.20.1 To promote the agreed vision and aims of the school
   3.20.2 To set an example of personal integrity and professionalism
   3.20.3 Attendance at appropriate staff meeting and parents evenings

4. Line management
4.1. The PPA & Cover Supervisor will be line managed by the Head of School and Head Teacher
   1. Regularly supervised with work checked by supervisor
   2. Left to work within establishment guidelines subject to scrutiny by supervisor
   3. Plan own work to ensure the meeting of defined objectives
5. **Conditions of Employment**
   5.1. The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers’ conditions of employment.

6. **Review and Amendment**
   6.1. This job description is normally subjected to an annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.
## PERSON SPECIFICATION

### JOB TITLE - PPA & COVER SUPERVISOR FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

**Method of Assessment (MOA)**

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<td>Certificate</td>
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<td>Test or Exercise</td>
<td>Presentation</td>
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#### ESSENTIAL

- Educated to a degree standard
- Math and English GCSE Grade C or better (or equivalent)

**Experience**

- Minimum of 2 years’ experience as a teaching assistant, within the last 5 years

**Skills and Abilities**

- An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016
- Understanding of strategies for teaching and learning
- Understanding of the national curriculum
- Knowledge of how ICT is used to support pupils’ learning and ability to use ICT effectively in a classroom setting
- Ability to undertake a range of teaching actives with confidence, working effectively with individual pupils, groups of pupils and whole classes
- Ability to contribute to planning and preparation of lessons and teaching materials
- Ability to contribute to assessment and monitoring of pupil progress
- Good communication and interpersonal skills
- Good organizational and time management skills
- Ability to work collaboratively with teachers and others
- Ability to supervise others effectively, as required
- Ability to take responsibility and work with autonomy within set boundaries.

**Training**

- Willingness to undertake further professional development