

## PARLEY FIRST SCHOOL



### PPA and Cover POLICY

*'Education should develop your personality and talents to the full. It should encourage you to respect your parents, your own and other cultures.'*

*'All children have a right to relax and play, and to join in a wide range of activities.'*

Articles 29 and 31 UNICEF Convention on the rights of the Child

#### **Parley is a Rights Respecting School**

### **Background**

The third phase of the National Agreement, effective from 1 September 2005, requires schools to ensure that teachers subject to School Teachers Pay and Conditions Document (STPCD) receive 10% of their timetabled teaching time as guaranteed planning, preparation and assessment time (PPA). PPA can only be allocated within the taught timetabled sessions.

Teachers may be absent from their classrooms for many reasons these include PPA time, Leadership and Management time, external and internal training, other events in school or sickness.

The school is committed to providing the highest quality of teaching and learning for all its pupils and will ensure that at all times, teaching and learning is delivered by appropriately trained and qualified staff.

### **Objectives**

In adopting this policy the governors aim to:-

- Further improve standards of teaching and learning in school and the work/life balance of teachers
- Ensure that all teachers receive their statutory PPA entitlement in line with current legal requirements (STPCD)
- Have a staffing structure that reflects the objectives of the School Development Plan and recognizes the remodeling agenda
- Ensure continuity in the provision of high quality learning experiences for pupils when the class teacher is away from the classroom during PPA time or other absence
- Make the policy available for the information of all staff

## Principles for PPA Time

The governing body will ensure that the following principles are applied:-

- A costed strategy for PPA time has been chosen that is sustainable
- PPA time will be given in blocks of at least 30 minutes
- Teachers are responsible for ensuring that they make the most effective use of their PPA time in relation to outcomes and their individual contribution to improving standards
- Effective communication systems for all staff to contribute to review and improvement of the PPA scheme will be established
- PPA cover requires the carrying out of one or more aspects of “specified work” (see appendix i) on a planned basis
- The role of volunteers. These cannot take the place of employed staff considered by the headteacher to be suitable to carry out “specified work” and to take specific classes. Volunteers can support the work of teachers and other employed staff. In any case all individuals working with children should have a satisfactory Criminal Record Bureau (CRB) enhanced disclosure.

## Management of PPA

- It is the aim of the school to cover PPA time by staff contracted to work at Parley First School.
- School employs an HLTA and an “unqualified” French teacher to cover the majority of PPA time. Other cover may be provided by suitably experienced Teaching Assistants taking groups of pupils delivering learning activities planned and resourced by class teachers.
- If the arranged cover for PPA is affected by unforeseen absence, alternative arrangements will be made to protect PPA entitlement. This may include obtaining supply teacher/s. If this is impossible, or would result in Health and Safety concerns, the school will endeavor to reallocate within 5 working days.
- PPA activities will be undertaken on the school premises.
- Support staff providing PPA cover will work under the guidance of class teachers delivering planned and resourced “specified work”.
- Staff allocated to cover PPA activities will be entitled to their own PPA cover to be taken at suitable times, which may be weekly or half-termly by agreement with the headteacher.

## Principles for Providing Cover in the Absence of the Class Teacher

- Absence occurs when the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach. Absence may be due to internal or external activities as well as sickness and may be long or short term.
- Definition of Short Term Absence – Short term absence will be no longer than three days but the definition for the purposes of determining cover arrangements may vary according to:-
  - The extent to which continuity of learning can be maintained;
  - The length of time a particular group of pupils would be working without a teacher;
  - The proportion of the total curriculum time affected in a specific subject over the course of the term.
- Continuity of learning and the wellbeing of pupils are the overriding consideration when cover for absence is arranged
- Teachers’ PPA is part of their contractual entitlement and cannot be used for cover.

## Managing Cover

#### Planned absences

- Leadership and Management time. The Deputy Headteacher and the TLR post have regular Leadership time one morning a week. All subject leaders have leadership time arranged during the school year.
- Other planned absence may include external or internal training, monitoring activities or other events in school e.g. music concerts.
- Wherever possible HLTAs cover will be used to undertake planned 'specified work' (as PPA above).
- Where such planned absence cannot be covered internally, supply teachers will be engaged by the school.

#### Unexpected absences

- Unexpected absences are mostly due to sickness and may be short or long term.
- HLTAs may be used for emergency cover for short term absences (see definition above)
- Supply teachers will be engaged to cover longer absences.

### **Monitoring and Review**

The Headteacher and Senior Leadership Team will monitor the impact of this policy annually and report to the Staffing and Curriculum Committee.

This policy will be reviewed annually by the staff and the Staffing and Curriculum committee.

This policy should be read in conjunction with Safeguarding Policy, Curriculum Policy, Health and Safety Policy, Single Equality Policy and Whistle Blowing Policy.

Policy Review Period – Annually

MP September 2011

Reviewed : September 2011

Next Review Due: September 2012

## **Specified Work**

### **1. What is “specified work”?**

Specified work (Section 133 Regulations issued under the Education Act 2002) includes:

- planning and preparing lessons
- delivering lessons to pupils
- assessing the development, progress and attainment of pupils
- reporting on the development, progress and attainment of pupils.

### **2. Who can carry out ‘specified work’**

- qualified teachers
- teachers without QTS (e.g. trainee teachers, instructors, overseas trained teachers)
- support staff (eg HLTAs, or others with appropriate grade and skills)

### **3. What conditions apply to support staff carrying out ‘specified work’**

- they must carry out the ‘specified work’ in order to assist or support the work of a teacher in the school
- the headteacher must be satisfied that they have the skills, expertise and experience required to carry out the ‘specified work’
- they must be subject to the *direction and supervision of a teacher* in accordance with arrangements made by the headteacher of a school

‘Specified work’ does by no means attempt to include all the duties that may be required of classroom teachers (which are listed in Part X11 of the School Teachers Pay and Conditions Document). The underlying aim of the regulations is to safeguard standards in the classroom and preserve the role, status and overall responsibility of teachers in schools.