



The Emmaus Federation



PPA POLICY

Introduction

This policy aims to clarify the purpose, procedures and arrangement of PPA.

PPA time is time set aside for teachers during their timetabled teaching day to allow them to carry out planning, preparations and assessment activities. Its purpose is to relieve some of the existing workload pressures on teachers. Its purpose must also be to provide time during the school day to plan, prepare and assess and reduce time spent otherwise at weekends and evenings. In particular, it should reduce overall working hours and prevent working weeks of excessive length.

Aims

- To ensure that all teachers receive at least their statutory PPA entitlement
- To ensure that teachers' other duties do not impact on the provision of PPA time, as PPA time should enable a real and corresponding reduction in teachers' workloads
- Have appropriate staff and structure for providing PPA cover that recognises the importance of PPA entitlement
- To ensure PPA is provided in a fair, reasonable way
- To retain, develop and motivate staff

Principles for the provision of PPA time

- The Headteacher will retain responsibility for the allocation of PPA time and staffing
- The Head of School will oversee the day-to-day teaching and learning, including PPA time
- All teachers with a timetabled teaching commitment, whether employed on permanent, fixed-term, temporary or part-time contracts, will be given their contractual entitlement to PPA time
- PPA time will be given during timetabled teaching time
- Regular PPA time will be written into each teacher's timetable
- It is for the teachers to determine how they use each allocation of PPA time, within the parameters of planning, preparation and assessment, although this does not preclude them from choosing to use some of the time to support collaborative activities
- If the arranged cover for PPA is affected by unforeseen absence, alternative arrangements will be made to protect the PPA entitlement. If this is not possible, the time will be reallocated by arrangement with the Headteacher, normally within 5 working days.
- PPA time will not be used for appraisal meetings
- As far as possible, PPA time should not be used for regular activities, including training or other CPD requirements
- The Headteacher will determine if PPA is to take place on or off-site, including the appropriateness of teachers working at home.

- If a member of staff attends a meeting, SEN review or training at the request of the leadership team at a time that they would normally have their PPA, then this time will be replaced.
- If a member of staff is absent due to illness or attends training of their choosing at a time that they would normally have their PPA, then this time will **not** be replaced

Teachers responsibilities

- Teachers may decide where to take their PPA time within the school. Teachers wishing to take PPA time off the school premises can only do so if this is authorised by the Headteacher.
- Teachers are responsible for ensuring that they make the most effective use of their PPA time.

PPA Cover arrangements

- In most circumstances, timetabled PPA cover will be provided by a HLTA. Other forms of cover may be provided in certain circumstances where this is seen as being in the best interests of the pupils.
- Planning, resourcing and assessing PPA sessions are the responsibility of the HLTA providing PPA cover
- Marking of work done during PPA cover is to be done by the HLTA providing PPA cover

Newly Qualified Teachers

In addition to the 10% of time that newly qualified teachers are entitled to under the School Teachers' Pay & Conditions document provisions for induction, they will also be entitled to 10% PPA time based on their remaining 90% timetable. Where possible NQT time will be written into the NQT's timetable. Where this is not possible it will be provided at regular intervals by arrangement with the Headteacher.

The NQT remains responsible for planning, resourcing and assessing the lessons delivered during NQT time

Delivery and marking of the planned work will be the responsibility of the staff providing cover.

Leadership and Management

Teachers with leadership and management responsibilities are entitled to a reasonable allocation of time to discharge these responsibilities in addition to the 10% of guaranteed PPA time.

HLTA Main Responsibilities, Duties and Tasks

Organise and manage appropriate learning environment and resources, to include the planning of challenging teaching and learning objectives to evaluate and adjust lessons/ work plans as appropriate within an agreed system of supervision.

Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. Providing substantiated, objective and accurate feedback and reports as required, supporting the role of parent's in pupil's learning and contribute to/ lead meetings with parents.

To produce lesson plans, worksheet plans etc. and administer and assess/mark tests and invigilate exams/ tests.

Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/ needs whilst also delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. Postholder should use ICT effectively to support learning activities to develop pupils' competence and independence in its use.

Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language/cultural backgrounds. Advising on appropriate deployment and use of specialist aid/resources/equipment.

Under the direction of a teacher, the postholder is responsible for the organisation and management of the learning environment and resources.

Mrs C Collett
Executive Headteacher

Ratified: March 2021
To be reviewed: March 2024