

# Policy for Planning, Preparation and Assessment (PPA)



## Guidance from Newcastle City Council

### 1. Introduction

All teachers who are employed under the School Teachers' Pay and Conditions Document, will be provided with at least 10% guaranteed Planning, Preparation and Assessment (PPA) time.

#### Aims of workforce remodelling and reform

- To lead, manage and implement change in a way that is inclusive, flexible, focused and collaborative.
- To enrich curriculum experiences and opportunities for pupils as well as delivering optimum levels of continuity.
- To maintain and build on pupils' existing standards of attainment.
- To provide appropriate financial and personal recognition for the contribution that the whole of the school's workforce make towards the success of pupils.
- To further develop the capacity of the school's workforce to support teaching and learning, ensuring that all staff are suitably trained and able to take on their new and changing roles with confidence (see the Continuing Professional Development policy).
- To enable all staff to have access to a system of performance management (see Performance Management policy).
- To encourage and enable all staff to maintain a healthy balance between their work and other interests and responsibilities in their life.
- To ensure that teachers receive their statutory entitlement to PPA time and that legal provisions are met.
- To ensure affordable solutions are found to deliver PPA and other workforce developments in ways which provide best value.

### 2. The Regulations relating to PPA

Three documents provide the guidance and regulations with regard to PPA:

- "Raising Standards and tackling Workload: a National Agreement",
- "School Teachers' Pay and Conditions Document 2003 & 2004" and
- "Time for Standards: Guidance accompanying the Section 133 Regulations issued under the Education Act 2002".

Under Section 133, “specified work” is defined in relation to four areas: planning lessons; delivering lessons; assessing; and reporting pupil progress, attainment and development.

As well as qualified teachers (QTs), specified work may be carried out by teachers without QTS, and support staff.

Support staff may undertake specified work subject to the following conditions:

- to assist or support the work of a teacher
- subject to the direction and supervision of a teacher (who does not have to be present)
- the headteacher must be satisfied that they have the skills, expertise and experience to carry out the specified work (see HLTA standards)

### **3. Principles of PPA**

- PPA time will be the equivalent of at least 10% of a teacher’s normal timetabled teaching time. Only teaching time within a teacher’s 1265 contracted hours counts for these purposes, not other forms of pupil contact.
- It is for teachers to determine the particular priorities for each block of PPA time.
- Guaranteed PPA time will not be encroached upon, unless there are exceptional circumstances.
- PPA time will be timetabled in blocks of no less than 30 minutes’ duration.
- PPA time will be scheduled into the school timetable.

Where staff other than qualified teachers are carrying out specified work:

- they will be paid appropriately for the additional responsibilities they are assuming for the duration of that period, including any required planning;
- they will receive appropriate training and support;
- they will have a designated teacher responsible for their supervision and have access to back up for behaviour management in line with the school policy;
- by agreement between the Headteacher and the teacher(s) concerned, and where it is mutually feasible, teachers may agree to swap their timetabled PPA time within a two-week period in order to accommodate exceptional demands e.g. important CPD opportunities occurring during scheduled PPA time.
- staff taking PPA time will do so on school premises, except by agreement with the headteacher.

### **4. Implementation and PPA Strategies**

Arrangements made to deliver PPA time and offer alternatives to the usual class teacher may vary from year group to year group as solutions are developed which best meet the needs of particular children and ensure continuity of learning. Adjustments may need to take place from time to time in the light of experience.

#### **Strategies for the delivery of guaranteed PPA at Bridgewater Primary School**

The school has decided to use the following strategies to deliver guaranteed PPA and to develop and enrich the curriculum.

- a) Appropriately qualified and experienced support staff will deliver specified work under the guidance and supervision of a qualified teacher. This might include a member of staff appointed as a Support Assistant (Higher level), a member of support staff aided by other staff or more than one member of support staff sharing responsibility for a class. Staff will be paid on the appropriate grade for these additional responsibilities in line with the City Council's pay and grading structure.
- b) Activities may be arranged for more than one class together, led by internal or external teachers and support staff, relevant to those activities, e.g. with Newcastle Music Service or a member of the leadership team.
- c) Pupils may be escorted to external activities such as swimming by HLTAs, cover supervisors or other support staff, following risk assessment, CRB checks and training as required.

## **5. Roles and Responsibilities**

**The Governing Body** will:

- in consultation with all stakeholders, set the strategic direction for the school in terms of meeting the National Agreement;
- agree the school's policy for the delivery of guaranteed PPA;
- agree a budget with resources appropriate to the school meeting its legal obligation of guaranteed PPA time;
- review the school's effectiveness in delivering the statutory requirements of the National Agreement.

**The Head Teacher** and the **Deputy Headteacher** will:

- prepare the school's PPA policy for consideration by the Governing Body;
- determine who is appropriate to carry out which elements of 'specified work' and ensure that appropriate supervision of that member of staff is in place when carrying out those activities. The Head must be satisfied that they have the skills, expertise and experience to carry out the specified work;
- ensure that all staff are aware of the school's policy on supervision;
- ensure that all adults working with pupils will have appropriate CRB clearance, i.e. Enhanced Disclosure and a satisfactory List 99 check;
- ensure that the school's insurance policy covers the member of staff to a level appropriate to the work they are undertaking;
- ensure that any teachers released for PPA have a reasonable working environment in line with current health and safety guidance and conducive to productive work taking place;
- Use their discretion to allow staff to work off site during PPA

- ensure that all staff leading classes are aware of their responsibilities relating to health and safety and the duty of care towards pupils;
- be responsible for decisions on the deployment of staff or other arrangements to provide cover if a member of staff timetabled to release teachers for PPA is absent.

## **Teaching Staff**

In line with teachers' professional duties, all teachers will be expected to provide "guidance and supervision" to any support staff employed in the school to support teaching and learning.

Teachers will, when directed:

- provide guidance to appropriate staff as to the work to be carried out with particular groups/classes of pupils; this will include medium- and short-term plans as well as individual lesson plans so that support staff have knowledge of whole context of lessons;
- supervise the work of support staff directed to lead classes to release other teachers for guaranteed PPA time. N.B. It is not necessary for a teacher to be present in the classroom to supervise the work of a member of staff involved in delivering "specified work".

## **6. Exceptional Circumstances**

The Headteacher school will, under all normal circumstances, guarantee the appropriate PPA allocations to all teachers employed by the school. However, in some exceptional circumstances, the school may need to suspend the allocation of PPA to ensure the safety and well-being of pupils attending the school, e.g. when severe weather conditions result in a significant percentage of staff being unable to reach the school. The Headteacher will take a decision to suspend PPA only in exceptional circumstances.

## **7. Practical issues relating to the implementation of guaranteed PPA**

### **a) Occasions when PPA will be lost**

Whilst the school will guarantee PPA to all staff entitled to PPA, there are circumstances when this will not be possible, although PPA will be provided at an alternative time where mutually feasible. In the following circumstances PPA will not be delivered:

- Training Days
- Staff absence (by the teacher timetabled to receive PPA)
- Attendance at training/CPD/INSET events
- School closures
- National oral exams, requiring teacher input
- Emergencies (see section entitled "Exceptional Circumstances")

- School visits
- School events involving all staff e.g. Sports Day

#### **b) Arrangements for absence cover**

When staff providing cover for PPA are absent, the school will make alternative arrangements which do not include depriving a teacher of PPA overall although it may be necessary to take PPA at a different time.t

### **8. Monitoring & Review**

The Head Teacher and Change Team will monitor the implementation of guaranteed PPA to ensure that standards of education and behaviour at the school are maintained. This will be monitored by the school as part of the school's normal monitoring procedures for teaching and learning.

The Headteacher will review the allocation of PPA and any other non-contact time annually or whenever a new timetable is introduced, to ensure the smooth running of the school and the efficient delivery of the school curriculum.

**Date:** July 2010

**Review:** When reviewed by Newcastle City Council