

# RIVERSIDE PRIMARY SCHOOL AND NURSERY

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## CLASS COVER TEACHER ( Maternity Cover) APPLICATION PACK



**RIVERSIDE PRIMARY SCHOOL AND NURSERY**

Donnington Gardens, Cookham Road, Maidenhead, Berks. SL6 7JA

[www.riversideprimaryschool.org.uk](http://www.riversideprimaryschool.org.uk) Tel: 01628 621741

Email: [office@riversideprimaryschool.org.uk](mailto:office@riversideprimaryschool.org.uk)

# Job Description

## **Responsible to: Headteacher and Governing Body**

- To work as a class cover teacher, across different year groups, within the school's policies and guidelines and contribute to their development.
- To promote the aims and support the ethos of the school.
- To be responsible for the effective teaching and learning of the children in your care by providing differentiated work to match their needs.
- To work in partnership with the Speech and Language teachers, Ethnic Minority Achievement teachers, SENCO and all learning support assistants.
- To provide an orderly, attractive and stimulating learning environment.
- To provide appropriate learning situations to enable the children to develop attitudes, skills, concepts and knowledge matched to their age and ability.
- To assess and mark work, record and report on the attainment, development and progress of pupils and moderate standards with the whole school staff.
- To communicate and consult with the parents/guardians of pupils.
- To be responsible for the social, moral, physical and cultural development of the children in your care.
- To maintain good behaviour and an adequate level of supervision.
- To safeguard the health and safety of pupils in your care, both at school and when involved in off-site school activities.
- To plan effectively the work for your class on a long, medium and short-term basis.
- To strive to improve attainment for pupils in your care by undertaking long and short term target setting.
- To regularly present plans and samples of work to the Headteacher for monitoring.
- To attend and contribute to staff meetings, INSET and after-school consultations with parents.
- To promote good relationships with staff, parents, and the school community.
- To create displays that are well presented and clearly labelled (including titles, statements, open-ended questions, which the children, parents and visitors can relate to.)
- To co-ordinate at least one curriculum area.
- To contribute to the school improvement plan.

- To carry out any other professional duties as required by the headteacher.

This Job Description will be reviewed on an annual basis and may be subject to amendment or modification at any time after consultation with the post holder.

Riverside Primary School aims to select on merit, irrespective of race, sex, disability, age or any other protected characteristics.

## Person Specification

The tables below indicate the essential and desirable qualities we expect applicants to possess, and the stages of the application process at which these will be assessed.

	Essential	Desirable
<b>QUALIFICATIONS AND EXPERIENCE</b>		
Proven track record of good/outstanding teaching.		<b>x</b>
Qualified Teacher Status.	<b>x</b>	
Evidence of additional relevant professional.		<b>x</b>
Qualifications/training eg. degree.	<b>x</b>	
Experience across more than one key stage.		<b>x</b>
Taught in a Primary School for a minimum of 2 years.		<b>x</b>
Ability to lead extra curricula provision.		<b>x</b>
<b>SKILLS AND ABILITIES</b>		
Set high expectations & promote good progress/ pupil outcomes.	<b>x</b>	
Model positive behaviour, attitude & values expected of pupils.	<b>x</b>	
Plan & teach well-structured lessons.	<b>x</b>	
Promote a love of learning.	<b>x</b>	
Adapt and differentiate teaching to meet the needs of all pupil groups e.g. SEND, HA.	<b>x</b>	
Make accurate use of assessment, feedback & data to secure pupil progress.	<b>x</b>	
Effective behaviour management to ensure a safe learning environment.	<b>x</b>	
Communicate effectively & listen to parents/staff/children.	<b>x</b>	

	Essential	Desirable
Work closely with teaching /support staff.	x	
Set up/maintain an attractive, engaging learning environment.	x	
Excellent self-organisation skills.	x	
Good oral & written communication skills.	x	
Reflect on own practice & learn from others.	x	
Good ICT skills.		x
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>		
Secure knowledge of Primary National Curriculum.	x	
Ability to take leadership responsibility for a subject.		x
Understand the school's role in the wider community.	x	
Understand & promote high standards of literacy, phonics & mathematics.	x	
<b>DISPOSITION</b> Personal qualities		
Form and maintain appropriate relationships/personal boundaries with children, staff & parents.	x	
Able to make positive contributions to the whole school.	x	
Display a proactive & enthusiastic attitude.	x	
Sense of humour.	x	
Commitment to extra-curricular activities.	x	
Able to support teachers with less experience & lead by example.	x	
Work with line manager & share the school's vision.	x	
Commitment to personal professional development & working in a team.	x	
Willingness to promote the Council's Equal Opportunities Policies and implement these in the classroom.	x	

**RIVERSIDE** Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most recent employer)
- Satisfactory verification of relevant qualifications





# Selection Process

The first step in the selection process is the application; please complete the Royal Borough of Windsor & Maidenhead (RBWM) application form and make sure you read through the Person Specification and Job Description carefully.

Applicants should provide a covering letter and/or documents to demonstrate how they meet all areas of the Person Specification.

The application form, a covering letter, and any supporting documents should be submitted, as soon as possible, preferably by email ([finance@riversideprimaryschool.org.uk](mailto:finance@riversideprimaryschool.org.uk)).

Please NOTE

**Please apply as soon as possible. All applications will be considered on arrival, whilst advertised on school website.**

Any applicants wishing to post or hand deliver their application should deliver it to the school office addressed to the School Business Manager.

If the selection panel or governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be advised accordingly and the post will be re-advertised.

We do, though, hope to be able to make a decision in time to allow the chosen candidate to give sufficient notice so that they can take up the position on **1<sup>st</sup> September 2024**.

**Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.**



Contact details:



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