



## OAK HILL FIRST SCHOOL

Oak Hill First School opened in September 2001 to serve the well-established districts of Lodge Park and Greenlands.

The school is a large 3 form entry first school with accommodation for 450 pupils (aged 4-9) plus 78 part time places for Nursery children (aged 3-4). Our school is subdivided into 3 phases. We have two non class based Assistant Headteachers who are phase leaders (EY &Y1 or Y2-Y4). The two Assistant Headteachers, along with the Principal, Vice Principal and School Business Manager make up our effective Leadership and Management team.

Staff and pupils enjoy working in an attractive and well-resourced and well maintained environment. The school offers good sized classrooms, a large hall with a stage, a music/drama area, a library, large practical areas and the exclusive use of the Children's Centre. The school has significantly invested and continues to maintain an extensive range of ICT hardware.

The majority of our pupils transfer to Woodfield Academy School who are on our neighbouring site. The grounds include a field, three playgrounds a large early years environment as well as an active Forest School area.

We value working collaboratively with other local schools and have an established a network providing support for each other. We joined Central Region Schools Trust in January 2024 and we have already benefitted from a host of professional development opportunities including year team meetings/subject leader team meetings/NPQ training, as well as working with our trust team members in the classroom to further enhance the quality of teaching and learning.

Developing and improving the quality of provision for our pupils is exciting and we are keen to appoint staff who are enthusiastic, well-motivated and who are willing to go the extra mile to support us in moving forward to secure the best possible education and care for pupils. We want our pupils to be exceptional learners.



### OAK HILL FIRST SCHOOL AIMS

"Little Seeds Grow Magnificent Trees"



Oak Hill First School offers a safe, welcoming and caring environment in which all members of the school community are valued and encouraged to achieve the highest standards. The school will emphasise the importance of children’s personal and social development, along with promoting high academic standards across the curriculum in order to prepare children for the opportunities, experiences and responsibilities of adult life. The staff and governors are committed to working cooperatively with parents and the local community to ensure that children develop a lifelong love of learning in a stimulating, happy and well-resourced environment.

By working collaboratively and effectively with parents, carers, the local community, our central team members and relevant support agencies Oak Hill First School we aim:

- to help children develop a healthy way of living.
- for children to learn in a safe and caring place.
- for children to enjoy school, feel good about their learning and get better at what they know and can do.
- to help children understand how to work and play with others.
- to help our children become good at writing, reading and mathematics.

Oak Hill First school aims to meet the needs of all pupils regardless of intellectual ability, physical, sensory, emotional/behavioural difficulties, gender, social and cultural background, religion or ethnic origins.

**We have** and seek to maintain a school community that is:  
**Ready** to learn  
**Respectful** of themselves and others  
**Safe** in school

We are committed to a partnership approach to promoting positive behaviour and interventions that support staff and learners.



**JOB DESCRIPTION**

<b>School: Oak Hill First School</b>	
<b>Job title:</b> Cover Teacher	<b>Salary range:</b> Main Pay Scale

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.

**Job Purpose**

- To carry out professional duties and to have responsibility for a class that you have been assigned to teach.
- To promote the aims and objectives of the school and maintain its philosophy of education.
- To provide regular cover for senior/middle leadership colleagues to support their capacity to carry out leadership duties
- To provide cover for absence if required, to ensure continuity of learning for pupils
- To flexibly provide teaching support in other areas where cover capacity allows including; intervention and learning support

**Main duties and responsibilities**

## Overall responsibilities:

- Actively promote and develop the ethos of the school/Trust
- Lead by example in all professional matters in line with school/Trust policies and procedures.
- Assume the full responsibilities including planning, assessment and reporting where it is relevant to do so.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to our children's learning.
- Take a fair and appropriate share of duties
- Collaborate with colleagues in areas of planning/assessment and whole school initiatives
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

## Teaching and Learning

- To plan and prepare lessons to deliver agreed national frameworks ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with an appropriate level of challenge and high expectation.
- To maintain good order and discipline among our pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring adaptation to ensure inclusion for all.
- To plan opportunities to develop the social, emotional and cultural aspects of our pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of our children's progress.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To be part of a whole school team and wider trust team, actively involved in decision-making on the preparation and development of policies/guidance and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- If required, liaise with outside agencies when appropriate e.g. Educational Psychologist/Speech and Language
- To continue professional development, maintaining a portfolio of training undertaken. Positively and actively contribute in year/phase/whole school and trust professional development opportunities as required.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.



**Oak Hill First School**  
*Cover Teacher*  
*Person Specification*  
Salary: Mainscale

	<i>Source of Evidence</i>
<b>Qualifications</b>	
It is <b>essential</b> that the postholder has:	
<ul style="list-style-type: none"> <li>Recent and appropriate In-Service training</li> </ul>	A
<ul style="list-style-type: none"> <li>A teaching qualification</li> </ul>	A
<b>Experience</b>	
It is <b>essential</b> that the postholder has:	
<ul style="list-style-type: none"> <li>Teaching experience within first/primary school age range</li> </ul>	A
<ul style="list-style-type: none"> <li>An understanding and appreciation of the needs of pupils of all ages and ability in first/primary age range</li> </ul>	A,I
<ul style="list-style-type: none"> <li>An understanding of recent educational developments affecting primary education</li> </ul>	A,I
It is <b>desirable</b> that the postholder has:	
<ul style="list-style-type: none"> <li>Experience of teaching across the primary phase</li> </ul>	A
<ul style="list-style-type: none"> <li>Experience of subject leadership or supporting a subject leader</li> </ul>	A,I
<b>Skills &amp; Abilities</b>	
It is <b>essential</b> that the postholder:	
<ul style="list-style-type: none"> <li>Is a successful class teacher showing commitment to both academic and general welfare of pupils</li> </ul>	A,R
<ul style="list-style-type: none"> <li>Has a clear philosophy for education which is demonstrated in practice</li> </ul>	A,R,I
<ul style="list-style-type: none"> <li>Has the ability to communicate effectively with team members and is able to demonstrate the impact of action taken</li> </ul>	R,I
<b>Personal Qualities</b>	
It is <b>essential</b> that the postholder:	
<ul style="list-style-type: none"> <li>Is self-motivated and conscientious</li> </ul>	R,I
<ul style="list-style-type: none"> <li>Has the ability to relate appropriately to children</li> </ul>	R,I
<ul style="list-style-type: none"> <li>Has evidence of the ability to be a good team member</li> </ul>	R
<ul style="list-style-type: none"> <li>Has the ability to organise and be well organised</li> </ul>	R
<ul style="list-style-type: none"> <li>Is reliable, honest, efficient and approachable</li> </ul>	R
<ul style="list-style-type: none"> <li>Has an excellent level of resilience</li> </ul>	R, I
<ul style="list-style-type: none"> <li>Can meet deadlines</li> </ul>	R,I
<ul style="list-style-type: none"> <li>Can organise and manage time effectively</li> </ul>	R,I
<b>Educational Values</b>	
It is <b>essential</b> that the postholder has:	
<ul style="list-style-type: none"> <li>A commitment to teaching approaches which encourage all children to reach their full potential</li> </ul>	I
<ul style="list-style-type: none"> <li>A commitment to the provision of appropriate learning opportunities for all children enabling pupils to gain a range of experiences</li> </ul>	A
<ul style="list-style-type: none"> <li>Commitment to the promotion of an effective home/school partnership as essential in supporting pupils' learning</li> </ul>	A
It is <b>desirable</b> that the postholder has:	
<ul style="list-style-type: none"> <li>Experience of teaching children from a range of backgrounds and abilities</li> </ul>	A,I

A – Application R – Reference I – Interview