

Principal Resourcing Hints and Tips...



As education specialists we pride ourselves on the standard and professionalism of our teachers and support staff. Therefore as a newly registered member of Principal Resourcing we have provided you with some hints & tips to allow you to follow our code of practice.

Dress Code

Appropriate, smart dress should be adopted. No visible piercing other than ears. Ensure hair is practical and suitable. It is acceptable, that if you are covering a PE lesson, you wear track-suit and trainers.

Arriving at the school

Ensure you arrive at least 20 minutes before lessons/sessions to receive your brief.

Report to the supply contact and ask any questions you may have including details on the school/nursery ethos and discipline policy and also if there are any children with special educational needs or behavioural problems. Ask for a map of the school/nursery and a timetable if required.

Standards

Do not leave the children unsupervised at any time.

Take your Principal Passport to all assignments.

Be proactive at all times – you are there to facilitate their education and provide a safe learning environment.

Please switch off your mobile phone – do not do any personal work or reading during the lesson/session.

Always teach/deliver the work that is set out. If no work has been set then use your own resources, Remember, a well prepared member of staff always takes resources with them.

Report to the supply contact before you leave – hand over any keys or equipment. Give feedback on your day and inform them of any issues. Let them know you have enjoyed your day – they may want you back!

Unlike most agencies you don't have a time consuming time sheet to complete – we will confirm your day with the school/nursery – let us know if you have been asked to return or if there are any changes to your arranged assignment.

Teaching Assistants

The title "teaching assistant" is an umbrella term for a role that is diverse. It varies from an extra pair of hands to actually taking the class and delivering the curriculum. There are also the teaching assistants in the SEN sector who do everything from toileting to teaching sign language.

The essence of the successful deployment of TAs lies in understanding the nature of the support that they can provide. This can be divided into four strands:

- support for the pupil
- support for the school
- support for the teacher
- support for the curriculum

Before your assignment ensure you are familiar with the location of the school. We can provide postcodes and directions for you in advance if necessary.

Ensure you are familiar with any school policies and health & safety procedures.

You will work under the guidance of the class teacher or the SENCO. Do not

hesitate to ask any questions if you are unsure and report any concerns to them.

Please do not take any behavioural problems into your own hands, follow the school policy at all times.

You are part of a team, please be proactive and get involved. Please be polite to all members of staff, pupils and parents.

Children must be escorted by a member of staff at all times.

Before you leave, help to tidy up and ask if there is anything else you need to do before you are relieved of your duties.

Nursery Nurse/Assistants

As an experienced nursery nurse or nursery assistant you are required to cover regular members of staff for ad-hoc cover and possibly longer term assignments. You are required to:

Ensure the children are cared for in a happy, safe and stimulating environment.

Assist if required with planning, preparing and reviewing the curriculum.

Liaise and work in partnership with the parents.

Follow and implement all the policies and procedures set out by the nursery.

Ensure confidentiality at all times.

Clothing should be smart, appropriate and practical for the work you will be undertaking. Flat shoes, no trainers.

Only one flat ring per hand please and no facial jewellery.

Ensure you familiarise yourself with the nursery/school policies including health & safety.

You will work under the guidance of the class teacher or the nursery supervisor. If you are unhappy with any situation you must report your concerns to the Nursery Manager and Principal Resourcing at the earliest convenience.

You are part of the team so please ensure you are pro active and get involved, ask any questions if you are unsure of anything and treat other members of staff with respect, this should be returned to you also.

Do not leave any children unsupervised at any time. They must be escorted at all times.



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Cover Supervisor

Working as a cover supervisor can be extremely rewarding but also very demanding.

There is a high level of responsibility and although there is always a teacher close at hand if needed, there is a large amount of autonomy.

On a daily basis, cover supervision is likely to include:

Supervising work that has been set in accordance with the school policy.

Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.

Responding to any questions from pupils about process and procedures.

Dealing with any immediate problems or emergencies according to the school's policies and procedures.

Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising.

Expectations:

Arrive at the classroom before the pupils – ensure you have all the equipment you need for the lesson – Make sure children enter in an orderly fashion and are settled (with coats off e.g.) before the start of the lesson.

Make sure the learning objectives are clear for the pupils – write them on the board or projector.

Begin your lesson with a 5 minute starter if you feel this will help the pupils to 'switch on'. You can obtain resources from Principal Resourcing or see the "useful websites" leaflet given at registration.

Deal with difficult children in a calm and firm manner. Refrain from shouting or pointing at an individual in a threatening manner. Send a sensible child for help from a senior member of staff and follow school discipline policies at all times.

Collect any completed work after the lesson and returning it to the appropriate teacher. Ensure you leave a handover to enable the lesson to follow through next time, with any additional notes – Please leave the classroom tidy, you may need to stay an additional 15 minutes to ensure this done.

Exam Invigilators

An exam invigilator reports to the exam officer and provides invigilation for external examinations at a school.

An invigilator may be responsible for picking up exam material prior to the exam, distributing the material to candidates, supervising the exam for the duration of the scheduled time and returning all exam material to the exams officer at the end of the allocated time.

The job role:

Ensuring that candidates enter the Examination Hall in an appropriate manner;

Ensuring that candidates are seated according to the seating plan;

Ensuring that candidates are issued with the correct examination paper;

Ensuring the correct identification of candidates;

Dealing with candidates not on the candidate list and with latecomers;

Ensuring that candidates conform to the Examination Hall requirements in terms of behaviour, mobile phones;

Opening and distributing papers and other authorised materials to candidates;

Notifying the start and finishing times of examinations;

Ensuring exams are carried out according to the Exams Code of Conduct;

Actively invigilating throughout the examination to ensure no cheating occurs;

Report any problems or incidents to the senior exam officer at a convenient time and ensure you report to them before you leave.

Best of luck!



It's the principle that matters...it's the people that count.

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