Aspirations Academies Trust
in association with Quaglia Institute

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RiversAcademy West London
an Aspirations Academy

Cover Supervisor

Application Pack



'To be able to dream about the future, while being inspired in the present to reach those dreams' Dr. Russell J. Quaglia

Welcome to Rivers Academy West London

Rivers Academy is thriving, where children enjoy making excellent progress due to the high calibre teaching across a strong collegiate team of teachers.

Thank you for your interest in the position of **'Cover Supervisor'** at Rivers Academy West London.

All staff at Rivers Academy share our drive to equip students with the qualifications, qualities and skills to reach their personal ambitions, working together creatively to overcome any hurdle which might otherwise disadvantage our children.

We all have the highest aspirations for every student and provide exceptional education and pastoral care for each individual. As a result, children perform tremendously well in external examinations in both Year 11 and Year 13. We are the one chance of success for our students and we are persistent and resilient in supporting students to overcome any obstacles they may face.

We seek to appoint a highly motivated, enthusiastic Cover Supervisor with a strong commitment to securing the best possible outcomes for the students for whom we work. This is an excellent opportunity for an ambitious individual seeking to make an impact.

You would be joining us at such an exciting time as we further develop as a vibrant learning community that will offer you opportunities for your career development and for you to be able to make your mark.

Yours faithfully,

Andria Singlehurst
Principal

Vision and Ethos
Vision and Ethos

We are passionate about excellence in education, giving students the very best start in life with a firm belief that excellent teaching transforms lives. Our core belief is that for all students to have high aspirations they must believe in themselves, be actively engaged in their learning and see the connection between what they learn today and who they want to become tomorrow.

We teach a highly engaging and challenging curriculum designed to ensure all students develop the knowledge, skills and attributes essential for success in the 21st Century.

We are unapologetically ambitious for every child, regardless of their background, prior attainment or needs. Everything we do at Rivers is driven by this, so that our students can leave us with the best set of qualifications possible and as well rounded young people thereby helping to maximise their life chances.

High Expectations

We expect all students to meet the highest standards, and work with families and the community to ensure that our students meet our high expectations.

Active Engagement in Learning

Rivers Academy West London teachers provide engaging, challenging and relevant teaching and learning. Our Deputy Co-ordinators are a key group who exemplify the classroom excellence and nurturing pastoral care we expect from every teacher and academic mentor.

Our Future Ambitions

Our goal is to raise the Aspirations of the young people with whom we work whilst equipping them with the skills to lead happy, healthy and fulfilling lives.

Who are we looking for?

We are looking for an exceptional individual to play an important role in our unique and growing Academy. The successful candidate will be an excellent Cover Supervisor who is reliable and adaptable.

This is a key role for the Academy, and we are looking for someone who is passionate about both their own development alongside profoundly wishing to make a difference.

Job Description	
Post Title:	Cover Supervisor
Salary/Grade:	Scale 6 Scale points 16-20 (£26,274 – £28,215) Pro rata; Actual Salary £20,223 – £21,717)
Academy:	Rivers Academy West London
Reporting To:	Director of Safeguarding and MIS Systems/Cover
Disclosure Level:	Enhanced
Hours of Work:	32.5 hours a week 39 weeks per year (0.7697 FTE)
Leave Entitlement:	Annual leave starts at 24 working days for a full year, based on a 5-day working week in addition to Bank/Public Holidays. Rises to 29 days after 5 years.

Core Purpose:

The Cover Supervisor is responsible for:

- Supervising classes in the absence of a teaching member of staff, ensuring purposeful learning, as per statutory regulations.
- Supporting students in class when not supervising a lesson to aid effective learning.
- Implementing work programmes with individual and / or groups of students in or outside of the classroom.
- Contributing to the overall ethos, work and aims of the Academy.

Main Duties:

Operational

- To maintain good relationships with all staff, students, parents/carers and other professionals.
- To supervise a class of students when the timetabled member of the teaching staff is absent, as per statutory regulations.
- To understand and implement the Academy Behaviour Policy and Code of Conduct including the issuing of rewards and sanctions within the school's guidelines to ensure a constructive environment.
- To ensure that good order and safety of the students being supervised including an orderly start and finish to the lesson.
- To keep accurate attendance records of students in supervised lessons.
- To provide students with clear information and instructions relating to the work to be completed by them and ensure that the work is completed as set by the teacher.

- To respond to any questions from students about the work set, processes and procedures.
- To help students with the organisation of the work set and the materials and resources provided.
- To leave the classroom in good order and secure at the end of the lesson.
- To return work completed in lessons and information such as class register, textbooks, and equipment to the appropriate teacher.
- To report, as required, any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff through the Academy's behaviour and support systems.
- To use ICT effectively to support learning activities.
- To liaise with the appropriate staff such as Heads of Department with regard to the work that has been set so that requirements are fully understood.
- To provide support to students, including those with special educational needs and English as a second language, under the direction of the class teacher, SENCO and / or EMTAS Co-ordinator.
- To deal with any immediate problems or emergencies according to the Academy's policies and procedures.
- To put up and maintain appropriate classroom and corridor displays within the Academy.
- To supervise registration periods in the absence of the Form Tutor completing required documentation / data entry.
- To provide supervision during break times as required.

Administrative

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- To carry out administrative work to support students' learning including photocopying, writing and collating reports, putting up wall displays.

General

- To attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- To invigilate academy and public examinations and tests as required.
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required.
- To attend relevant meetings and training sessions.
- To keep up to date with developments and changes in the national curriculum.

- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Principal and Governors shall from time to time reasonably require.

Other general responsibilities:

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties and at lesson changeovers.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Assessed by application form (A) Assessed by the recruitment process (I) Assessed by reference (R)

Criteria	Essential	Desirable
Qualifications and Education		
Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview)	A	
Experience		
Experience of working with children / young people in a learning environment	AR	
Skills and Abilities		
Ability to build and form good relationships with students, parents/carers and colleagues	R	
Ability to relate well to and motivate children / young people	AR	
Ability to work constructively as part of a team, understanding school roles and responsibilities	AR	
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals	AR	
Ability to learn and use a range of strategies to deal with classroom and individual student behaviour	AR	
Ability to improve own practice / knowledge through self-evaluation and learning from others	AR	
Ability to use ICT packages and equipment effectively to support learning	AR	
Personal Qualities		
Commitment to the highest standards of child protection	AR	
Initiative and ability to prioritise one's own work	R	
Able to follow direction and work in collaboration with Line Manager	R	

Criteria	Essential	Desirable
Able to work flexibly to meet deadlines and respond to unplanned situations	AR	
Efficient and meticulous in organisation	R	
Desire to enhance and develop skills and knowledge through CPD	R	
Recognition of the importance of personal responsibility for Health & Safety	R	
Commitment to the academy's ethos, aims and its whole community	R	
Knowledge		
Knowledge of child safeguarding procedures	AR	
Experience of working in education or similar environment		R
Understanding of statutory frameworks relating to teaching		R

The Aspirations Academies Trust

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves. Please visit the trust website for further information at: https://www.aspirationsacademies.org/

Safe Recruitment Procedure

The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as one that undertakes regulated activity, and appointment is subject to submission of an enhanced check undertaken by the Disclosure and Barring Service that is considered satisfactory by the Trust. Applicants are required, before appointment, to disclose any conviction, caution or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Convictions that are defined in the legislation as "spent convictions" but not "protected" would need to be declared. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon a range of factors including the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be obtained, usually from previous and current employers. These may be contacted before the interview with your consent in line with GDPR and in all cases before an offer of appointment is confirmed.