

We are looking for an inspirational, committed and enthusiastic cover supervisor.

Riverbank Academy is an exceptional school that is a great place to work and for students to learn.



Riverbank has embraced becoming a generic school catering for 164 students with needs ranging from profound and multiple, severe and moderate learning difficulties (PMLD, SLD and MLD). This opens many professional development opportunities for our staff, allowing them to apply a range of new skills in a fully inclusive setting.



### **Our Vision at Riverbank**

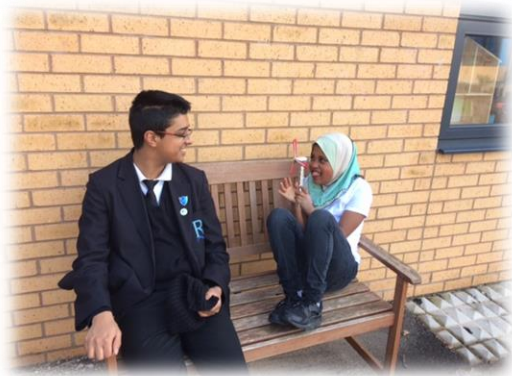
Our vision is for all students to make exceptional progress and lead happy and fulfilled lives.

### **What's on offer?**

- Be part of the Sidney Stringer MAT, with CPD opportunities and staff benefits
- Working as part of an experienced, supportive and motivated team
- Brand new building
- Access to a fully inclusive curriculum within a special and mainstream context



- Newly furnished classrooms complete with specialist equipment
- Sensory room
- Sensory garden
- Hydrotherapy pool
- Physiotherapy room
- Medical room
- Speech and language therapy room
- 100% attendance day benefit
- Additional payment for Staff that attend residential trips on a Saturday and/or Sunday
- Wellbeing Wednesday's (free fitness classes)
- Cycle to Work Scheme



**Cover Supervisor (Full time)  
Grade 4**

**HOURS:** **37 hours per week - term time only plus 5 days  
Monday to Friday 8:30 a.m. to 4:30pm (4:00pm finish Friday)**

**JOB PURPOSE:** To provide cover supervision in the event of the short-term absence of teaching staff within the school  
To provide in-class support to other learning activities  
To assist with lunchtime supervision as part of the rota  
To assist with after school and break duties as part of the rota  
To assist with the tutorial programme as a co-tutor

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

**Cover Supervision**

1. Supervise whole classes and undertake work/activities that have been set by teachers in accordance with the school policy, including introducing and closing the class.
2. Take the register in accordance with school procedures.
3. Manage the behaviour of students whilst undertaking cover supervision to ensure a constructive environment.
4. Encourage students to interact and work co-operatively with others and engage all students in activities.
5. Respond appropriately about process and procedures relating to the learning activity.
6. Deal with any immediate problems or emergencies according to the School's policies and procedures.
7. Collect any completed work at the end of the lesson, returning it to the appropriate teacher.
8. Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained.
9. Report back, as appropriate, using the Schools agreed procedures on the behaviour of students during the class, and any issues arising.
10. When not required to cover for absent teachers, other duties within the grade 4 boundary will be carried out by arrangement with the Cover Manager.

**In Class Support**

To assist with various learning activities as directed by a class teacher. Activities will vary according to the subject/age of students but could include working with individual students or small groups, and assisting with the supervision of school visits.

**Exam Invigilation**

Assist as part of a team in invigilating examinations, either internal or external exams.

**Tutorial**

To cover a tutor group when and where appropriate and assist as a co-tutor.

**General**

1. The postholder must carry out his or her duties with full regard to the Riverbank Academy Equal Opportunities Policy.
2. The postholder will perform any other duties and responsibilities within the range of the salary grade.

## PERSONNEL SPECIFICATION

ATTRIBUTES	REQUIREMENTS
<b>QUALIFICATION</b>	➤ At least 5 GCSE's, Post 16 + higher qualifications
<b>KNOWLEDGE</b>  <b>And</b> <b>UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>➤ Of the needs and characteristics of young people with SEND</li> <li>➤ Of supervision and behaviour management techniques</li> <li>➤ Of the importance of positive role models for young people</li> <li>➤ Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure effective learning</li> <li>➤ Of equal opportunities and anti-discriminatory practice in the context of the school community</li> </ul>
<b>SKILLS</b>  <b>And</b> <b>ABILITIES</b>	<ul style="list-style-type: none"> <li>➤ A personal presence</li> <li>➤ To communicate effectively – verbal and written</li> <li>➤ To motivate and encourage students to work co-operatively</li> <li>➤ To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively</li> <li>➤ To be a team player</li> <li>➤ To organise and co-ordinate classroom activities</li> </ul>
<b>ATTITUDES</b>  <b>And VALUES</b>	<ul style="list-style-type: none"> <li>➤ High expectations of personal performance and of pupils' success</li> <li>➤ Commitment to one's own learning</li> <li>➤ A belief that schools can make a difference</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>➤ Of working with groups of young people with SEND, preferably of secondary age</li> <li>➤ Of resolving problems and handling challenging situations</li> <li>➤ Of managing behaviour effectively</li> <li>➤ An EXCELLENT attendance record</li> </ul>
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment</li> </ul>

***All employees of Riverbank Academy are required to comply with the School Equal Opportunities Policy when undertaking the duties of their job.***

**David Lisowski**  
October 2018



## Riverbank Academy Cover Supervisor Job Description

Riverbank Academy, Princethorpe Way, Ernesford Grange, Coventry. CV3 2QD

### **Cover supervisor**

Grade 4 - £16,131 - £18,741 pa (actual salary)  
37 hours per week - term time only plus 5 days  
Monday to Thursday 8:30 am - 4:30pm (4:00pm finish on Friday)

Riverbank is co-located with Ernesford Grange Secondary school. Both schools run as one learning community with separate identities in a brand new, state of the art building.

Riverbank has embraced becoming a generic school catering for 158 students with needs ranging from profound and multiple, severe and moderate learning difficulties (PMLD, SLD and MLD). This opens many professional development opportunities for our staff, allowing them to apply a range of new skills in a fully inclusive setting.

We are looking for an inspirational, committed and enthusiastic cover supervisor. Riverbank Academy is an exceptional school that is a great place to work and for students to learn.

If you would like further information or to discuss the post in more detail then please contact:

David Lisowski (Head teacher) - [dulisowski@riverbankacademy.org.uk](mailto:dulisowski@riverbankacademy.org.uk) or

Jayne Heavey deputy Head teacher - [jheavey@riverbankacademy.org.uk](mailto:jheavey@riverbankacademy.org.uk)

Visits to the school can be arranged by calling Mandy Lewer on 02476 453121.

### **How to apply**

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

[www.riverbankacademy.org.uk](http://www.riverbankacademy.org.uk) – *Vacancies Page*

Please return completed application forms to Ghausia Bhatti (Admin Assistant) - [gbhatti.staff@sidneystringeracademy.org.uk](mailto:gbhatti.staff@sidneystringeracademy.org.uk) [No hard copies to be sent in the post]

**The closing date: Friday 12 October 2018 at 12 noon**

Interview date: Week commencing Monday 15<sup>th</sup> October 2018

We look forward to receiving your completed application form.

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*