HABERDASHERS' ASKE'S

KNIGHTS ACADEMY









2019-20

COVER SUPERVISOR RECRUITMENT PACKAGE

AN ALL THROUGH
3 - 18 CLUSTER

www.habsfed.org.uk



From the Executive Principal

Dear Candidate,

Thank you for your interest in the post of Cover Supervisor. This is an excellent opportunity to make a major contribution to the Academy's continued success.

We are looking for a Cover Supervisor to take a strategic lead in maintaining high standards and aspirations. You should have a clear vision for high quality teaching and learning, be able to make a contribution to whole school development through monitoring and supporting the progress of each student.

Haberdashers' Aske's Knights Academy is a vibrant, diverse school community with a relentless focus on high expectations and aspirations as one of the early sponsored Academies, with the addition of the primary phase, in 2010. We serve the families of the local community in the London Borough of Lewisham and Bromley and are part of the Haberdashers' Aske's Federation Trust, a hard Federation of oversubscribed 3-18 schools in the South East of London, the other schools being Haberdashers' Aske's Hatcham College, Haberdashers' Aske's Crayford and Haberdashers' Aske's Borough Academy.

The Federation currently comprises three all-through clusters and one free primary school, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Federation is a uniquely exciting place to be and I hope that you decide to join us in our current phase of rapid development and growth.

Dr Tesca Bennett
Executive Principal
Haberdashers' Aske's Knights Academy



From the Chief Executive

A message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 clusters and a primary free school. In addition we have our newest secondary school Haberdashers' Aske's Borough Academy opened in September 2019:

- Haberdashers' Aske's Crayford Academy
- Haberdashers' Aske's Knights Academy
- Haberdashers' Aske's Hatcham College
- Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

Being part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students. All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.

Mr Adrian Percival
CEO



Our Vision

The Haberdashers' Aske's Federation is a Federation of three all-through clusters, each at the heart of their community that share a vision for the education of children and young people. Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools:

- are happy and safe at school and are able to learn successfully within a supportive environment.
- are able to achieve their full potential personally, academically and socially.
- develop and grow as independent, resourceful and resilient individuals.
- are equipped with the skills, qualifications and love of learning they will need to be successful

> "We are forward-looking and value innovation with-in the context of our long tradition of providing excellent education."

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- High expectations of every member of our community.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self- discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge.



Role Description

Cover Supervisor

We are determined that our pupils are taught by individuals who are committed to their academic progress and ensure none fall behind. We are looking for an individual who understands that all children are entitled to be successful and one who will be relentless in ensuring all children are literate and motivated learners.

We are looking for calm, organised and flexible individuals to fulfil the important role of Cover Supervisor within our Academy.

You will be covering registration and lessons for absent colleagues and will need to demonstrate the same level of professionalism and dedication as teaching staff in order to succeed in this role. Cover Supervisors play their part in the education of our pupils.

This role would suit either those thinking of a career in teaching or someone who just enjoys working with young people.



Key responsibilities

- To ensure that students enter and leave classrooms in an orderly fashion.
- To take the register for the class (electronically or manually).
- To supervise the work that has been prepared by the teacher.
- To ensure that the students have the appropriate resources to complete the tasks.
- To respond to queries the students may have about the work and help them by clarifying the task where appropriate.
- To ensure a good standard of behaviour by following the Academy's behaviour procedures.
- To collect all completed tasks and return them to the appropriate member of staff.
- To ensure the classroom is left tidy and ready for the next lesson.
- To liaise with Faculty/Subject Leaders about work left for cover lessons where appropriate.
- To liaise with Pastoral Heads and tutors to ensure behaviour is always of a high standard. It is important that the Curriculum Support Assistant is aware of the demands made by some students with learning difficulties.



Key responsibilities continued

Although the post is primarily to support lessons in the classroom, On occasions when cover is light such as at the beginning of terms, Cover Supervisors may also be required to carry out the following:

- Invigilating examinations.
- Supporting specific students in class.
- Helping with displays around school.
- Supporting the administration team.
- Supporting administration in a particular department.
- Supporting school visits.
- Staffing the Inclusion Room

General responsibilities

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Federation / Academy
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To support the Academy's commitment to the continued professional development of all staff
- Report any safeguarding concerns in accordance with the Federation's safeguarding policies
- To undertake any additional duties as may reasonably required by the CEO or Principal



Person Specification

Criteria	Essen-tial	Desir-able	How identified and assessed*
Education/qualification and training			
Will have a recognised competence in literacy and/or numeracy	✔		AP,I, R
Will be able to demonstrate high level communication skills	✔		AP,I, P
Experience, Knowledge/Skills			
Will demonstrate the ability to both lead and/or to work within teams	✔		AP,I
Will have working knowledge of the National Curriculum at all Key Stages and the Numeracy Strategy	✔		AP,I, P
Be able to think on your feet, react quickly and effectively to potential situations	✔		AP,I
Use your initiative on a continuous basis to communicate confidently and effectively with students and other members of staff	✔		AP,I
Proven track record of raising educational standards	✔		AP,AS,I,R
Is committed to students continuing to study beyond KS4	✔		AP,I, R
Personal characteristics/other requirements			
Has keen organisational skills and the ability to multi task	✔		AP,I,R
Will demonstrate high level communication and literacy skills	✔		AP, AS,I, R
Able to listen to instructions which may be delivered briefly and at speed, taking on new information quickly.	✔		AP,I, R
Is a 'can do' person who works positively and collaboratively	✔		AP, I, R
Will be able to demonstrate professionalism of the highest order	✔		AS,I,R
Is committed to individual learning pathways and assessment for learning	✔		AP,AS,I, R
Can relate well to students, creating rapport and helping to raise the positive profile of Cover Supervisors within the classroom	✔		AS,I,R
Be able to complete reports such as incident report form, behaviour diary, progress	✔		AS,I,R
Commitment to safeguarding and promoting the welfare of children and young people	✔		AP,AS,I,R

* AP: application, AS: assessment, I: interview, P: presentation; R: references



Additional Recruitment Information

Recruitment Schedule

- Closing date: 20th September 2019 - 12:00pm
- Interview date: 23rd September 2019

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you attain high scores you will then be invited to attend an interview assessment.

This may include:

- Psychometric assessment
- Biographical and competency based interview
- Classroom observation
- Visit around the school
- Case study
- Presentation
- Software tests

References

Before you are invited to interview, the academy will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.



Additional Recruitment Information

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Criminal Convictions

All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anymore who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Newly Qualified Teachers (NQTs)

NQT's who have been qualified for less than 12 months are welcome to apply for our teaching vacancies.

Special requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing knightshr@haaf.org.uk and were practical we will support your request.

Visiting the Academy

If you are successfully shortlisted to attend an interview you will be given the opportunity to have a tour of the school.

HABERDASHERS' ASKE'S

KNIGHTS
ACADEMY

AN ALL THROUGH 3 - 18 CLUSTER





Knights Academy
Launcelot Road, Bromley,
Kent BR1 5EB

Tel: 020 8461 9240
Email: kreception@haaf.org.uk

www.habsfed.org.uk

Registered in England Company No 2535091

Designed by www.themustardagency.com