



**Wren  
Finchley**

# **Cover Supervisor**

## **Full time or Part Time (2.5 – 3 days)**

### **Wren Academy Finchley**

Closing Date: 9.00am, Wednesday 27 September 2023

Interviews: week commencing 2 October 2023

Start date: Wednesday 1 November



**Do justice, love kindness, walk humbly with your God: Micah 6v8**



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**Wren  
Finchley**

**Wren Academy Finchley**

**Hilton Avenue, North Finchley  
London N12 9HB**

**Telephone: 020 8492 6000**

**Fax: 020 8492 6010**

**Email: [firstcontact@wrenacademy.org](mailto:firstcontact@wrenacademy.org)**

**Web: [wrenacademy.org](http://wrenacademy.org)**

**Secondary Principal: John Keohane**

**Primary Headteacher: Louisa Taylor**

September 2023

Dear Colleague

**Wren Academy Finchley – Cover Supervisor**

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Maria Bigg on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be received by the Academy by 9.00am, Wednesday 27 September 2023, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or sent by e-mail to [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org).

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

**John Keohane  
Secondary Principal**

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

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**Wren  
Finchley**

## **Cover Supervisor**

**Salary £25,540 - £26,400 per annum. NJC Scale Points 17 – 19  
Pay rise pending**

**Paid for working 36 hours a week for 39 weeks a year.  
Part time will be considered on 2.5 - 3 days a week.**

**Start date: 1 November 2023**

A great opportunity to work in a talented, highly motivated and supportive team who have contributed to securing the Academy's outstanding OFSTED status, exceptional examination success and a thriving Sixth Form.

This is an exciting opportunity to work as part of a welcoming, talented, and highly motivated team establishing a growing Academy in the London Borough of Enfield. The focus will be on establishing outstanding provision at Wren Academy Enfield which includes active performance opportunities.

Wren Academy Enfield is jointly sponsored by the London Diocesan Board for Schools and Berkhamsted School. It is the second school of the Wren Academies Trust modelled on the successful Wren Academy Finchley. However, every effort is being made to ensure that a distinctive vision and approach is created which matches the needs and aspirations of the students who join the school.

Wren Academy Finchley quickly developed a strong reputation for outstanding teaching and learning, as well as enabling students to make excellent progress. All the factors that have led to the notable success so far are being put in place to ensure similar outcomes at Wren Academy Enfield.

We wish to appoint a Cover Supervisor who has the flexibility to cover absent teachers and be responsible for delivering high quality learning to students of all age groups when their regular teacher is away. The successful candidate will have:

- The ability to ensure that the highest standards of behaviour and learning are maintained when regular class teachers are absent
- Good organisational skills
- Flexibility to cover a range of subjects and teach different students across the key stages Interviews will take place during the summer and autumn term as soon as applications are received

Please note that we require the Wren Academy application form to be completed before we are able to consider your application. We do not accept CV's.

**Closing date: 9.00am, Wednesday 27 September 2023**

**Interview date: week commencing 2 October 2023**

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Registered Company No. 06422162

# **WREN ACADEMIES TRUST**

## **Wren Academy Finchley**

### **Job Description – Cover Supervisor**

Cover Supervisors are expected to teach calm and purposeful lessons which enable all students to make progress, and for learning to continue when the usual teacher is absent. It is essential that they give active support to the vision and ethos of Wren Academy.

#### **Job Purpose**

This colleague's primary role will be to act as Cover Supervisor. This will entail supervising the classes of absent teachers using work set by the teaching team. The Cover Supervisor need not be a qualified teacher as ongoing training in the role will be given. However, we anticipate that the Cover Supervisor will have previous experience of supervising groups of students in a secondary school environment.

It is likely that the Cover Supervisor will not be required to supervise lessons for all of their working week. When not required for Cover, the Supervisor will work as a Teaching Assistant (see Duties and Responsibilities below).

#### **Working Time**

36 hours per week, for 39 weeks of the year

#### **Contract Type**

Permanent

#### **Reporting to**

Vice Principal.

#### **Duties**

1. To supervise the lessons of absent colleagues.
2. To manage students in these lessons and ensure they complete the cover work set.

#### **As a Teaching Assistant**

1. To support the learning needs of students who require assistance in accessing the curriculum or who need additional challenge in order to extend their learning.
2. To work with students in classroom, small group and one to one scenarios.
3. To carry out administration in the Individual Needs department as directed by the Head of Department. This will include the drafting of Individual Education Plans.
4. To administer spelling and reading tests and other assessments and to invigilate in examinations as directed by the Head of Department.
5. To liaise with the educational psychologist, external agencies and teaching staff regarding programmes for individual children.
6. To support students in their work with outside agencies (e.g. during visits from the speech therapist).
7. To carry out behavioural programmes as directed by the Head of Department.

8. To maintain records of work done by individual students and report to the Head of Department on progress in line with Academy systems.
9. To play a full part in the activities of the Individual Needs department and attend meetings needed to review students' progress as required.
10. To liaise with parents as appropriate.
11. To take part in the Academy's staff duty rota.
12. To take part in the Academy's enrichment programme.

**Professional Behaviour:**

- To maintain high standards of professional behaviour towards colleagues and students
- To lead by example and to follow the Academy's dress code and code of conduct
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach and to be prepared for the unusual
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people

**Assessment:**

- To continue personal development as agreed in performance management
- To engage actively in the performance review process
- To address the performance management targets set by the line manager

**Other Specific Duties:**

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example
- To support the Academy in meeting its legal requirements as a Church School
- To have a record of excellent health, attendance and punctuality

**This job description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title. Wren Academy Finchley is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

# **WREN ACADEMIES TRUST**

## **Wren Academy Finchley**

### **Person Specification – Cover Supervisor**

#### **Professional Skills and Experience**

1. Possess experience of working in a secondary school environment, preferably in a similar role.
2. Be skilled in managing and developing productive working relationships with young people.
3. Possess excellent organisational and administrative skills.
4. Show evidence of continuing professional development.
5. Be able to demonstrate an understanding of secondary schools systems.
6. Be skilled in the use of ICT and preferably have experience of school based information technology systems.
7. Demonstrate experience in setting up and operating effective management systems.
8. Show the capacity to be a fast and adaptable learner.

#### **People, Relationships and Communications**

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole Academy team which seeks and develops a variety opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess good written and verbal communication skills.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.

## **Selection Process Details**

### **Application deadline**

Completed application forms must be received by 9.00am, Wednesday 27 September 2023.

### **Completing your application**

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org). CVs will not be accepted.

### **Selection process**

The selection process will consist of a combination of tasks, activities, lesson observations, presentations and interview. Further details will be provided to the candidates shortlisted for interview.

### **References**

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

### **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

September 2023