



**Haberdashers'**  
Knights Academy

# Cover Supervisor Recruitment Pack

September 2023



Together, stronger



**Haberdashers'**  
Academies Trust  
South

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Dear Candidate,

Thank you for your interest in this post.

We are a Trust of nine schools, all based in South East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives.

Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business.

Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

I look forward to hearing from you.



Jan Shadick  
Chief Executive Officer  
Haberdashers' Academies Trust South



Dear Candidate,

Thank you for your interest in the post of Cover Supervisor . This is an exciting 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.

To success in this role you will need to be able to handle a variety of tasks quickly and efficiently whilst maintaining a calm and professional manner. We recognise talent and will help you to develop in this role with a professional development plan in a very successful environment. We are looking for someone who is committed to working with colleagues across our Trust and who is committed and ambitious for their own professional development.

Haberdashers' Knights Academy is a vibrant, diverse 11–18 school community with a relentless focus on high expectations and aspirations. We serve the families of the local community in the London Boroughs of Lewisham and Bromley and are part of the Haberdashers' Academies Trust South, a well-established multi-academy trust of four secondary and five primary schools in southeast London and Kent with over 6000 students and 600 staff. The scale of expertise and leadership across our Trust gives us enormous capacity. It is this capacity that has resulted in the success of the Trust and allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Trust are uniquely exciting places to be and I hope that you decide to join us in our current phase of rapid development and growth. I look forward to receiving your application and welcoming you into our Knights Academy school community.



Dr Tesca Bennett  
Executive Principal  
Haberdashers' Knights Academy



# About Haberdashers' Academies Trust South



**We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.**

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: [www.habstrustsouth.org.uk](https://www.habstrustsouth.org.uk)

## VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

**Our three main objectives are:**

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

## Our Sponsors

**Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what our Trust and schools what they are today.**



### The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 21 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: [www.haberdashers.co.uk](http://www.haberdashers.co.uk)



### Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: [www.templegrove.org.uk](http://www.templegrove.org.uk)

“Being a member of the team at Knights makes you feel a part of something that will actually change the lives of our young people.

Every single person is determined to make a difference and that’s what makes us special”

Jo Leech, Personal Assistant to the Executive Principal  
Haberdashers' Knights Academy

# Role Description

|                         |  |
|-------------------------|--|
| <b>Job Title:</b>       | Cover Supervisor   |
| <b>Contract type:</b>   | Permanent  |
| <b>Salary:</b>          | Band 3 S9-S12 (£21,688- £23,274)                                 |
| <b>School/Location:</b> | Haberdashers' Knights Academy<br>Launcelot Road, Bromley BR1 5EB |
| <b>Hours per week:</b>  | 35 hours per week  |
| <b>Service:</b>         | 44 week-contract   |
| <b>Accountable to:</b>  | Assistant Principal  |

## About the role

The purpose of the role is to be responsible to the Assistant Principal and to provide general cover of classes owing to absences in teachers.

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.

The role is offered on 35 hours per week on a 44-week basis. Office hours are 08:00 – 16:00, Monday to Friday.

## Key Responsibilities

The Cover Supervisor will:

- 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

# Role description 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
- To assist in the induction/enrolment of new students into the Academy, working with the academic and pastoral staff responsible for each year of entry.
- Other project work as allocated by the Line Manager.
- Any other duties commensurate within the grade in order to ensure the smooth running of the attendance process.

## Other responsibilities

- Keep up to date with developments in your area of responsibility
- Take responsibility for your own professional development in discussion with your line manager.
- Ensure the consistent implementation of school and Trust policies and procedures throughout the subject areas.
- Work collaboratively with the other academies and colleagues within the Trust.

## 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 Trust and 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 Trust's safeguarding policies
- To undertake any additional duties as may reasonably required by the CEO or Executive Principal

The job description may be subject to review, modification or amendment at any time after consultation with the postholder.

# Knowledge, skills and experience

## Education and Training

- Will hold a GCSE English & Maths grade C or above (or equivalent qualification)
- A higher qualification in education and/or management is desirable

## Experience

- Experience of working in a school based environment and/or in an office environment is desirable
- Can demonstrate substantial experience of leading and managing people in multi-disciplinary teams
- Experience of benchmarking -Competent at using Microsoft Office packages, skilled and regular user of Word and Excel for the production of office work, intermediate (or better) user of the Microsoft Office suite
- Experience using ARBOUR (desirable)

## Knowledge and Skills

- Has keen organisational skills and the ability to multi task
- Demonstrates good clear plain English in a business/office setting
- Will demonstrate high level communication and literacy skills
- Be able to think on your feet, react quickly and effectively in sensitive situations
- Use your initiative on a continuous basis to communicate confidently and effectively with students and staff
- Ability to multi task, work under pressure and handle a diverse workload

## Personal qualities

- Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
- A strong team player who will contribute to the wider development of the Academy
- Is a 'can do' person who works positively and collaboratively
- Will be able to demonstrate professionalism of the highest order
- Commitment to safeguarding and promoting the welfare of children and young people

## Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family- friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit:  
[www.habstrustsouth.org.uk/Benefits](http://www.habstrustsouth.org.uk/Benefits)

“When you join as a member of staff at Knights, you become a part of the 'Knights family'. The welcome and support I received upon joining, from every corner of the academy, helped me to settle in quickly and feel successful straightaway. Our students are curious and ambitious, and they help make the school a great place to work.”

Ms Ennew, Teacher of English  
Haberdashers' Knights Academy





## Recruitment process and additional recruitment information

**Closing date:** Monday 25th September at 12pm.

**Interview date:** Wednesday 27th September.

**Start date:** October 2023

### Recruitment Process:

**We will interview candidates as and when applications are received and reserve the right to close this job advert early if we adequately fill the position. It is advised that you submit your application as soon as possible to avoid disappointment.**

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Classroom visit with staff and students
- Panel interviews on a variety of topics

### Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [knightshr@habstrustsouth.org.uk](mailto:knightshr@habstrustsouth.org.uk)

### Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**References:** We will obtain references from your referees if you are successful at interview. In order to prevent any delays, 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.

**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 exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted 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 anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



## **Haberdashers' Knights Academy**

For a confidential discussion about this post or to arrange a visit to our school, please contact the office on 020 8461 9240 or email [knightshr@habstrustsouth.org.uk](mailto:knightshr@habstrustsouth.org.uk)

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Thank you for your interest in Haberdashers' Knights Academy. We look forward to receiving your application.

[www.habsknights.org.uk](http://www.habsknights.org.uk)

Haberdashers' Knights Academy  
Launcelot Road, Bromley BR1 5EB