



Haberdashers'
Crayford Academy

Cover Manager Recruitment Pack

May 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,

Welcome to Crayford Academy, where education and excellence go hand in hand. Our dedicated team are committed to providing a dynamic and engaging learning environment for our pupils that is safe and supportive too. We strive to create a culture of curiosity, creativity and critical thinking that prepares our students for success in their futures whatever they may be.

We provide targeted support and a broad education to enable each and every one of our students to reach their full potential and to grow into well-rounded members of our community and 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 in the world they will join as adults.

Our state-of-the-art facilities provide endless opportunities for exploration and discovery, while our diverse range of extracurricular activities and clubs allow our pupils to pursue their passions and develop their talents to the fullest.


Our pupils are at the heart of everything we do. Our pastoral team give individualised attention and teaching staff give personalised learning plans, we work closely with each student to help them reach their full potential. We foster a positive and inclusive community where all students feel valued and respected. Our School was inspected by OFSTED in December 2022 with inspectors stating "Pupils are part of a strong and inclusive community. They meet the high expectations placed on them and have positive attitudes to learning". OFSTED graded our school "GOOD" in all areas, you can read the full report [here](#)

We are proud of the achievements of our pupils and the impact they make in the world. Our most recent GCSE results place us in the top 20% of schools nationally, we are oversubscribed in year 7 and our 6th form continues to grow. Our pupils leave Crayford Academy with the skills, knowledge and confidence to make a meaningful difference in their communities and beyond.

Here at Crayford Academy, we believe that every student has the potential to achieve great things, we are "shaping futures" daily. Join us on this journey of discovery, and see for yourself the exciting and dynamic learning experience we offer.

We look forward to welcoming you to the Crayford Academy community!

Kindest regards



Mr Steve Wheatley
Executive Principal
Haberdashers' Crayford 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

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' Dramaian 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



Role Description

Job Title:	Cover Manager
Contract type:	Permanent
Salary:	Negotiable depending on experience for unqualified teachers or MPS/UPS for those with QTS
School/ Service:	Haberdashers' Crayford Academy
Location:	DA1 4RS
Hours per week:	Full time
Accountable to:	Vice Principal

Key Responsibilities

We are seeking a confident and enthusiastic individual to take on a dual role at our school. This role could suit an unqualified teacher, MPS/UPS teacher, or a support staff member who is looking to get into teaching.

As cover manager you will be expected to manage and work as part of the cover team, with primary responsibility for making sure arrangements are in place to cover planned absence and unplanned staff absence on a day to day basis. This role will involve liaising with external supply agencies and Crayford staff to ensure lessons are covered as necessary.

As cover supervisor, you will be responsible for promoting positive student behaviour and ensuring their active involvement in learning when teachers are absent. Whenever possible, departments will provide cover work as a foundation for the lessons. This position requires excellent interpersonal skills, as successful candidates must demonstrate the ability to establish strong and positive relationships with both staff and students.

The successful candidate will need to be confident, proactive and have strong interpersonal/behaviour management skills.

The hours of work will be for 35 hours per week, term time.

Key responsibilities of the role

Cover Manager

- Management of the cover team
- Arranging and allocating cover for absent staff using arbor (planned and unplanned absence)
- To pick up the daily absence calls and inform HR and the Senior Leadership team of reasons for absence
- To distribute the cover list to all staff at the beginning of the day, and throughout the school day as needed
- To liaise with external agencies to book and manage supply staff
- To obtain compliance from external agencies and distribute it accordingly
- To support external supply staff who are on site with any queries/support they may need, plus inform them of any relevant policies or information
- To ensure that work has been received for absent teachers, and to liaise with the head of department if necessary
- To act as the main point of contact for any problems that may occur
- To liaise with HR and the senior leadership team to ensure cover is being allocated fairly, and to ensure the best use of resources is being implemented
- To manage and monitor the cover budget

Cover Supervisor

- Registration of students at the beginning of the cover lesson
- Delivery of the cover lesson work as supplied by the department, offering any necessary support
- To ensure students have appropriate resources to complete tasks
- To supervise students in lessons to ensure learning objectives are achieved, answering any queries they may have
- To manage behaviour in line with school policy
- To return all completed work to the cover manager or Head of department
- To ensure the classroom is left clean and tidy for the next teacher
- To liaise with the cover manager/head of department about cover work
- On occasions where cover is light – to assist with other duties such as supporting specific students, supporting the administration team, and staffing the reflection room.

General

- 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 / Academy
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

Person specification

Education and Training

- Educated to GCSE/A Level standard

Essential experience, skills and knowledge

- Ability to inspire, demonstrate and support the highest of expectations for all
- Ability to apply behaviour management policies and strategies
- Ability to motivate and inspire others; both colleagues and students
- Positive student behaviour management skills
- Excellent communication and interpersonal skills
- Will demonstrate high level communication and literacy skills
- Has keen organisational, time-management and multi tasking skills
- Ability to adapt quickly to changing circumstances and situations
- Effective time management skills

Desirable experience, skills and knowledge

- Knowledge of Arbor MIS system
- Experience in understanding confidentiality and GDPR
- Experience in an education setting or with young people

About you

- Confident and proactive
- Calm and patient
- Highly organised
- An effective communicator
- Leads by example with high professional standards
- Is resilient, energetic and enthusiastic
- Has a student focused commitment

“I believe in the value of working collaboratively with colleagues and partner schools to bring out the best in staff and students. The Trust consider the development of staff to be integral in its pursuit of excellence and I am supported and encouraged to grow within my role.”

Kate Atwell, Vice Principal
Haberdashers' Crayford Academy

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

“I feel supported and comfortable working within the team and the local community at Crayford Academy”

D Covill, Site Supervisor
Haberdashers' Academies Trust South





Recruitment process and additional recruitment information

Closing date: 15 June 2023, 12pm

Interview date: TBC. Applicants may be invited to interview before this date so early applications are encouraged.

Start date: September 2023

Recruitment Process:

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
- A presentation
- A panel Interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing crayfordhr@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 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' Crayford Academy

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 01322 402 180 or email
crayfordhr@habstrustsouth.org.uk

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

www.habscrayford.org.uk

Haberdashers' Crayford Academy
Iron Mill Lane, Crayford, Kent DA1 4RS