

HABERDASHERS' ASKE'S

**KNIGHTS
ACADEMY**



2017-18
COVER SUPERVISOR
RECRUITMENT
PACKAGE

AN ALL THROUGH
3 - 18 ACADEMY

www.haaf.org.uk



From the Principal

Dear Candidate

Thank you for your interest in the post of Cover Supervisor at Haberdashers' Aske's Knights Academy.

For this exciting position, I am determined to recruit a talented individual who shares the school's vision to provide exceptional comprehensive education. You will show the drive, tenacity and ability to realise this ambition. You will need to demonstrate a commitment to your own education and to yours and others' professional development. The core purpose of this post is to work with classes in the absence of the subject teacher to ensure that the work set by the teaching staff is completed, behaviour is appropriate and to ensure the Health and Safety of the students.

I firmly believe the distinct Haberdashers' Federation ethos gives those who work in our schools the competitive edge. Working closely with colleagues across our Federation will give you access to first class professional development opportunities in your role. Ours is a culture of enthusiasm for high performance plus continuous improvement; and one of teamwork and open communication. By working together, we are afforded a distinct advantage in what we are able to offer new staff to the Federation. The opportunity for you to advance your career with us is first class.

Knights Academy is a vibrant, diverse school community with a relentless focus on high expectations and aspirations. The academy opened in 2005 and, with the addition of a primary phase in 2010, subsumed two very low-attaining local authority controlled schools to become a large all through 3-18 Academy. We serve the families of the local community in the London Borough of Lewisham and since 2005 we have been on a trajectory of rapid improvement. We strive for excellence in all that we do, whether that is standards of academic attainment, presentation, or behaviour.

The Federation currently comprises three all-through schools 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
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 academies and a primary free school:

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 school 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.

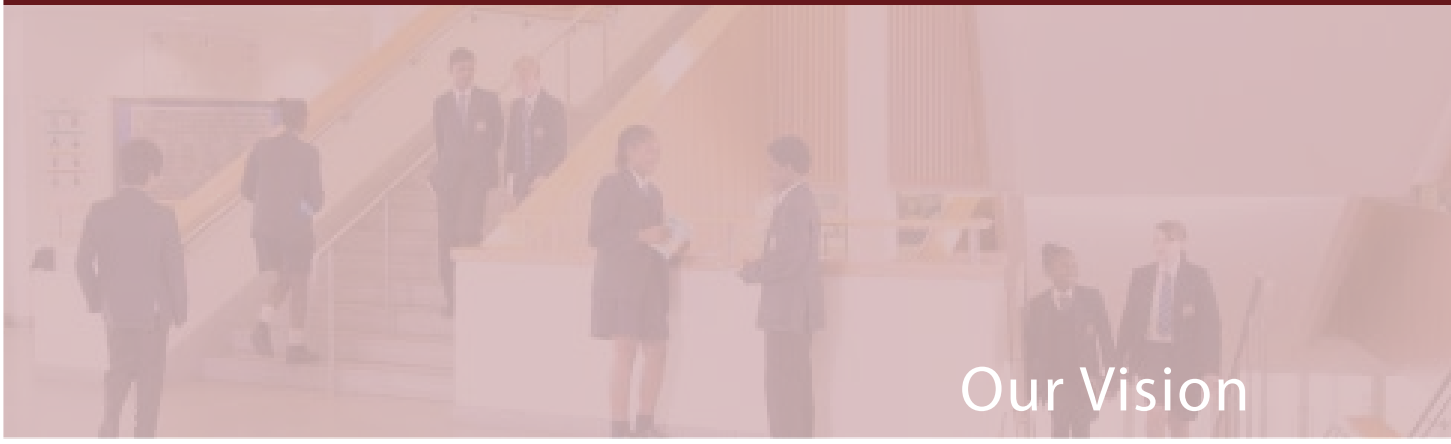
Adrian Percival

CEO

Haberdashers' Aske's Federation

www.haaf.org.uk

Knights Academy Recruitment Pack



Our Vision

The Haberdashers' Aske's Federation is a Federation of three all-through academies, 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 within 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.

A background image showing students in a school hallway. Some students are walking on a staircase, while others are standing and talking. The image is faded and serves as a background for the top section of the page.

Role Description

COVER SUPERVISOR

The core purpose of this post is to work with classes in the absence of the subject teacher to ensure that the work set by the teaching staff is completed, behaviour is appropriate and to ensure the Health and Safety of the students. In addition, to support curriculum areas with administration, display, basic classroom duties where required

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.



Role Description

General responsibilities

The Cover Supervisor will:

- 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.
- 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
-
- GENERIC RESPONSIBILITIES FOR ALL FEDERATION STAFF
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- 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
- To support the Academy's commitment to the continued professional development of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal

Person Specification

Criteria	Essential	Desirable	How identified and assessed*
Education/qualification and training			
will have a recognised competence in literacy and/or numeracy	✓		AP,I, R, AS
will be able to demonstrate high level communication skills		✓	AP,I, R, AS
Knowledge and skills			
will demonstrate the ability to both lead and/or to work within teams		✓	AP,I, R
will have working knowledge of the National Curriculum at all Key Stages and the Numeracy Strategy	✓		AP,I, R
Be able to deliver lessons where the normal cover has been left, to a high standard with limited preparation time and on occasion at short notice	✓		AP,I, R
Is committed to individual learning pathways and assessment for learning	✓		AP,AS,I,R
Can motivate students at all levels of ability, thus ensuring that all students fully access the English curriculum	✓		AP,AS,I,R
Will play a full and active role in the wider development of the Academy	✓		AP,I, R
Experience			
Is a 'can do' person who works positively and collaboratively	✓		AP,I,R
Curriculum and/or pastoral experience		✓	AP, AS,I, R
will be able to demonstrate professionalism of the highest order	✓		AP,I, R
Is a 'can do' person who works positively and collaboratively	✓		AP, I, R
be able to think on your feet, react quickly and effectively to potential situations and use your initiative on a continuous basis to communicate confidently and effectively with students and other members of staff		✓	AS,I,R
Will demonstrate the ability to work within teams	✓		AP,AS,I, R
has knowledge and experience of the National Curriculum at KS3 and KS4 and is committed to students continuing to study beyond KS4	✓		AS,I,R
be patient, calm and work well under pressure	✓		AS,I,R
can relate well to students, creating rapport and helping to raise the positive profile of Cover Supervisors within the classroom	✓		AP,AS,I,R
Personal characteristics and other requirements			



Additional Recruitment Information

Recruitment Schedule

- Closing date: 23rd October 2017, 12:00pm.
- Interviews: TBC

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 anyone 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 where 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.



AN ALL THROUGH 3 - 18 ACADEMY



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