

# Harris Academy Wimbledon



## Casual Cover Supervisor

Hourly Rate: £20.00

Start date: ASAP

Employment Type: Casual

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3962 4300 or

[info@harriswimbledon.org.uk](mailto:info@harriswimbledon.org.uk)

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Dear Applicant,

We are an 'Outstanding' (Ofsted 2023) secondary academy, established in 2018 to provide an excellent education for children in Wimbledon.

Two years after opening, we moved into our brand-new building which is modern, bright and equipped with state-of-the-art facilities in every area of the curriculum. We are oversubscribed and fortunate to have an amazing level of support from the community with waiting lists for entry into every year group of our academy.

Our academy is an exceptional place to learn, providing an ambitious but happy and inclusive environment. We have high expectations of our students of all starting points and abilities. We know that our students will leave us academically successful, but we also want them to be well-rounded individuals with a highly developed social conscience, ready to lead in their communities and beyond. Our motto is 'make a difference' and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them.

Three words are crucial to how we guide students to be able to 'make a difference': independence, integrity and resilience.

**Independence** means we support students to develop their skills and attributes, so they have everything they need to succeed. We set challenging targets and raise aspirations so every single one of our students reaches their potential.

**Integrity** means staff and students must be fair and truthful and have the courage to take the right action in every situation, even when no-one is looking.

**Resilience** means we give students the tools to recover from difficulties. We show students how taking risks and making mistakes is all part of the learning journey. We also show students how hard work brings success, and support them to persevere with all challenges.

We are looking for a hardworking bank of Casual Cover Supervisors to join Harris Academy Wimbledon at this exciting time. The Cover Supervisors provide cover in the absence of teachers. This is a casual post and you will be contacted by the Cover Manager when we require cover for absent teachers. Full training will be provided.

There is a great deal of collaborative working and sharing of good ideas about what works within secondary academies at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

I look forward to receiving your application.

Yours sincerely,



Joanne Larizadeh  
Principal



# Job Description

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We are looking for one or more Cover Supervisors to provide classroom cover in the absence of teachers.

This is a casual position and the hours available will reflect the number of teachers we need to cover each week.

## **Main Duties**

- To supervise lessons for absent teachers.
- To allocate, explain and oversee cover work set.
- To report to the Subject Lead any issues with cover work set to include quality or appropriateness of cover.
- To offer general assistance to students in completing cover work in class.
- To follow the academy's in class behaviour management and referral systems.
- To take registers in all lessons and promptly report any in lesson absences.
- To liaise directly with teachers to ensure cover lessons are delivered to a high quality.

## **Other Duties**

- To be responsible for own professional development, identifying training needs as appropriate.

## **Academy Ethos**

- To undertake whole Academy duties as outlined in responsibilities agreed each year.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

## **Disclaimer**

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- Equal Opportunities
- Health and Safety
- General Data Protection Regulations (2018)

# Job Description

- Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



# Person Specification

Area	Essential	Desirable
<b>Qualifications, Knowledge &amp; Training</b>	<p>Educated to A Level standard or equivalent</p> <p>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students</p> <p>Basic knowledge of SEN and other learning barriers</p> <p>To be well organised and possess strong time management skills</p> <p>To have relevant experience in successfully supervising groups of children aged 11-16</p> <p>Understanding of a secondary school environment</p>	<p>Experience in a similar role</p> <p>Experience of supporting children in a classroom environment</p> <p>Experience of working with students from a range of ethnic backgrounds</p>
<b>Personal Qualities</b>	<p>Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher</p> <p>Ability to consistently and effectively implement agreed behaviour management strategies</p> <p>Ability to use language and other communication skills that students can understand and relate to</p> <p>Ability to establish positive relationships with students and empathise with their needs</p> <p>Ability to demonstrate active listening skills</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students’ needs, encouraging the students to stay on task</p> <p>Ability to monitor the students’ response to the learning activities and, where appropriate, modify/adapt activities agreed with the teacher to achieve the intended learning outcomes</p> <p>Ability to carry out/report on observations of students’ knowledge</p> <p>Commitment to own personal and professional development.</p> <p>Awareness of safeguarding systems and issues which might arise</p>	
<b>Academy Ethos</b>	<p>Enthusiasm for and commitment to the achievement of the Academy’s overall vision for success at all levels</p> <p>Motivation to work with children and young people</p> <p>Ability to build &amp; sustain professional standards, relationships &amp; personal boundaries with children and young people</p> <p>Emotional maturity &amp; resilience in dealing with challenging behaviours</p> <p>Ability to contribute towards creating a safe &amp; protective environment</p> <p>Empathy with the aims and objectives of Harris Federation</p> <p>Willingness to continue professional development</p> <p>Commitment to maintaining high standards and expectations</p> <p>Commitment to contributing to academy life as a whole</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.</p>	

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Thank you for your interest in our school. We look forward to  
receiving your application.

*If you think a career with us is right for you, discover more at:*  
[www.harriscareers.org.uk](http://www.harriscareers.org.uk)

