



**Haberdashers'
Academies Trust
South**

Cover Supervisor Recruitment Pack

2022



www.habsfed.org.uk

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Dear Candidate

Thank you for your interest in the post of Cover Supervisor at Haberdashers' Hatcham College – the founding school in Haberdashers' Academies Trust South.

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 we have set.

Hatcham College is seeking to appoint an experienced, enthusiastic and flexible Cover Supervisor to supervise whole classes during short-term absence of teachers as well as populate and maintain individual timetables using SIMS.

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.

If you would like to speak informally about this post, then please do get in touch at HatchamHr@haaf.org.uk

I look forward to hearing from you.



Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



About our Trust



Our mission is simple. We want our children and young people to be successful in their lives. For this to happen, they need to be successful in our schools. This has been our mission since 1876. At that time our moral imperative was to ensure that every child in our care received the best possible education so that they have the best start in life. That imperative remains today.

Over the next five years we will bring this mission to life through Vision 2026 – ‘Every School An Excellent School’. We will strive to ensure:

- excellent outcomes for ALL pupils, so that they can be successful in their next steps and their lives;
- that we are regarded as a great employer; attracting, retaining and developing the best staff; and
- that we are the Trust of choice and a welcome presence in our communities.

Our strategic priorities for the next five years have been set and these are:

- to secure a [high-quality curriculum](#);
- to embed the [Haberdashers’ Principles](#);
- to support the development of strong leadership;
- to build a strong and effective partnership with the Central Team; and
- to build the Haberdashers’ brand

In this complex world, we need our children and young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those who are most vulnerable. We believe that every child and young person can and will succeed.

Our [Haberdashers’ Model of School Improvement](#) sets out how we will do this and the key ingredients which ensure an excellent school:

- Leaders who care
- Great People
- Powerful Knowledge
- Individuals with character

TRUST 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.habsfed.org.uk/Our-Vision-and-Strategy>

About Haberdashers' Hatcham College



Haberdashers' Hatcham College is a state secondary school with academy status and a music specialism, located in New Cross. The school operates between two sites giving it a campus feel. The upper site is situated near to Telegraph Hill on Pepys Road, New Cross and the lower site is situated on Jerningham Road, opposite New Cross Gate rail station. Good relationships have been built with the local Haberdashers' Hatcham primary schools.

In Years 7 to 9, pupils follow the full national curriculum studying the core subjects of English, Mathematics and Sciences, alongside History, Geography, a Modern Foreign Language, Art and Music, Drama, Physical Education and Religious Studies. At Key Stage 3, all students study at least one Modern Foreign Language (choosing from German, French or Spanish).

At Hatcham College, there is an appreciation of learning languages. In addition, the College offers a second language to the most able linguists in Years 8 and 9, including community languages and Latin. Beyond core subjects, the school also offers a range of other subjects from the creative and expressive arts, other humanities subjects, specialist subjects such as Computer Science and also vocational qualifications.

As a Music Specialist College, the Music Department continually strives to raise its profile within the College through assemblies and weekly extended curricular clubs run by members of staff and visiting professional musicians that offer all students the opportunity to get involved. These include three different Choirs, two Orchestras, Jazz Band, String Ensemble, Rock Bands and Music Technology Clubs.

A number of Hatcham College students go on to study at Russell Group, Oxbridge Universities and/or on Competitive Apprenticeship Programmes.

Hatcham College has a great deal of internal expertise in its staffing body and we are keen to develop this talent so as to attract and retain the very best people.

For more information about Hatcham College, please visit: www.habsfed.org.uk

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 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 of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

Our Haberdashers' roots go back as far as the 1680s when our founder, Robert Aske, left a sum of money to build a school for 20 underprivileged children. Despite his philanthropic work, Aske's life and work is not without some controversy, particularly his investment in the Royal African Company, a slave trade company, in 1672. Aske's involvement in the slave trade is not in doubt, but having recently carefully considered and widely consulted on these past events and what they mean for us today, we believe his legacy has made such a significant contribution to our schools and the education of young people in our community. However, we will no longer use the name 'Aske' in the common name of our Trust and our schools.

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



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

Role Description

Job Title:	Cover Manager
Contract type:	Permanent
Salary:	Dependent on experience
School:	Haberdashers' Hatcham College, New Cross
Accountable to:	Cover Manager

About the role

The key function of the role is to organise cover for absent teaching staff, and provide administration support to the Leadership team and general office.

Throughout the day, the Cover Manager will deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around the school to ensure that all messages are received by relevant members of staff.

The Cover Manager will develop relationships with supply agencies (for long and short term supply) and decide which agencies are preferred suppliers to the school. This will include negotiating daily and hourly rates with supply agencies in order to achieve the best value for the school.

Professional Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success.

We enable staff to participate in a number of internal and external professional learning and support any relevant professional coaching and/or leadership development.



Key responsibilities of the role

Cover Duties

- To supervise groups of students working independently in subjects across the curriculum
- To take the class register in the first ten minutes and to follow-up any behaviour or attendance concerns using school policy and procedures.
- To be in school by 8am each morning to collect their schedule for the day and make any
- To attends school all on INSET days to receive training and development alongside teaching and support staff as appropriate.
- When there is no cover required, the post holder will be directed to administrative tasks and/or or additional classroom support.
- To take a class register at the beginning of each lesson, following school policy.
- To support students to complete the work set to the best of their ability, engaging in the lesson materials with enthusiasm.

General Responsibilities

- To work within the College and Trust framework with regard to health and safety
- To promote equal opportunities in the College
- To actively promote the aims and ethos of the Trust/College
- To support the College's commitment to the continued professional learning of all staff
- To contribute to the ethos of the school as a caring, supportive institution where Quality First Teaching is one of our key priorities
- To undertake any additional duties as may reasonably be required by the Principal

Person specification

Criteria	E s s e n t i a l	D e s i r a b l e	HOW IDENTIFIED AND ASSESSED AP -Application AS -Assessment I -Interview P -Presentation R -References
Education/Qualification and Training			
• School education or professional qualifications	✓		AP, AS, R,
• Experience of working in a school context or working with young people		✓	AP, AS, I, R,
• Knowledge or training in special educational needs, code of practice (revised) etc. (including child protection issues).	✓		AP, AS, I, R,
Experience			
• A varied and successful experience in the secondary sector within a diverse environment		✓	AP, AS, I, P, R,
• Excellent grasp of using policies including reflecting on how to carry out procedures or processes fairly and consistently	✓		AP, AS, I, P, R,
• Excellent skills in communicating, influencing, celebrating and negotiating with a wide variety of people in an organisation	✓		AP, AS, I, P, R,
• Excellent administration skills	✓		AS, I, P, R,
• Competent in use of software and office equipment	✓		I, P, R,
• Ability to think strategically and successfully implement agreed strategies	✓		AP, AS, I, P, R,
• Can maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information	✓		AP, AS, I, P, R,
Knowledge and Skills			
• A strong vision for learning, and experience of implementing successful strategies and measuring their impact		✓	AP, AS, I, P, R,
• A strong ability to support post holders and other staff in their roles		✓	AP, AS, I, P, R,

Person specification

Professional Standards/Other Requirements			
• Excellent team working skills	✓		AP, AS, I, P, R,
• The ability to motivate and inspire others: both colleagues and students	✓		AP, AS, I, P, R,
• A considerable work rate and high degree of administrative efficiency	✓		AP, AS, I, P, R,
• Strong ICT skills	✓		AP, AS, I, P, R,
• Excellent interpersonal and communication skills (e.g. use of positive language)	✓		AP, AS, I, P, R,
• Ability to remain calm under pressure and demonstrate sound judgement	✓		AP, AS, I, P, R,
• Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, governors, staff and outside agencies	✓		AP, AS, I, P, R,
• Strong ‘presence’ and ambassadorial skills	✓		AP, AS, I, P, R,
• Commitment to the promotion of diversity, inclusion, equal opportunity and equal treatment	✓		AP, AS, I, P, R,
• Sense of humour	✓		I, P, R,
• Willingness to support human values of democracy, rule of law, Individual liberty, integrity and mutual respect.	✓		AP, AS, I, P, R,
• Willingness to support and promote the Haberdashers’ Advantage	✓		AP, AS, I, P, R,

“My recent appointment onto the Executive Teaching Assistant Principal (ETAP) course to become Assistant Principal has been a very proud moment. That’s shown the faith the Head Teacher has in me and the support and development I have had at my time at Hatcham College.

No single person has the right answer and therefore we are able to draw upon one another’s expertise to work together for the best interest of the pupils.”

Secondary Assistant Principal

“ I applied to Haberdashers’ because it’s always been one of those prestigious schools and I just wanted to be a part of the Trust.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools”

Primary Principal

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 to 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.habsfed.org.uk/Benefits

“I really enjoy being able to make an impact on the different aspects of school life. If you want to apply, then you should just give it a go. There is so much opportunity for growth here.

- Secondary school support

“ Working in the Trust and in this job, I just love it. I love everything about it. There are so many opportunities in the Trust for growth and expansion”

- Secondary school support



Haberdashers' Academies Trust South

For a confidential discussion about this post
or to arrange a visit to the College, please
email HatchamHr@haaf.org.uk

Thank you for your interest in the
Haberdashers' Academies Trust South.
We look forward to receiving your
application.



Recruitment process and additional recruitment information

Start date: September 2022

Recruitment Process:

Once you have submitted your application, it will be reviewed against the criteria in the person specification. On the basis of this review, you may 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
- Panel Interviews

We always involve our pupils and staff in the interview process.

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hatchamhr@haaf.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.