



Cover Supervisor

Wren Academy Enfield

Closing Date: 9.00am, Monday 5 December 2022

Start Date: December 2022





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Wren Academy Enfield

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Executive Principal: Gavin Smith
Vice Principal: Ertunc Hussein

November 2022

Dear Colleague

Wren Academy Enfield – Cover Supervisor

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Maria Bigg on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be received by the Academy by 9.00am, Monday 5 December 2022, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or sent by e-mail to wrenhr@wrenacademy.org.

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

Gavin Smith
Executive Principal

The Wren Academes Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



Cover Supervisor

**Salary £25,540 - £26,400 per annum. NJC Scale Points 17 – 19
Pay rise pending**

Paid for working 39 Weeks of the Year, 36 hours per week

Start date: 1 January 2023, but earlier start date will be considered.

A great opportunity to work in a talented, highly motivated and supportive team who have contributed to securing the Academy's outstanding OFSTED status, exceptional examination success and a thriving Sixth Form.

This is an exciting opportunity to work as part of a welcoming, talented, and highly motivated team establishing a growing Academy in the London Borough of Enfield. The focus will be on establishing outstanding provision at Wren Academy Enfield which includes active performance opportunities.

Wren Academy Enfield is jointly sponsored by the London Diocesan Board for Schools and Berkhamsted School. It is the second school of the Wren Academies Trust modelled on the successful Wren Academy Finchley. However, every effort is being made to ensure that a distinctive vision and approach is created which matches the needs and aspirations of the students who join the school.

Wren Academy Finchley quickly developed a strong reputation for outstanding teaching and learning, as well as enabling students to make excellent progress. All the factors that have led to the notable success so far are being put in place to ensure similar outcomes at Wren Academy Enfield.

We wish to appoint a Cover Supervisor who has the flexibility to cover absent teachers and be responsible for delivering high quality learning to students of all age groups when their regular teacher is away. The successful candidate will have:

- The ability to ensure that the highest standards of behaviour and learning are maintained when regular class teachers are absent
- Good organisational skills
- Flexibility to cover a range of subjects and teach different students across the key stages Interviews will take place during the summer and autumn term as soon as applications are received

Closing date: 9.00am, Monday 5 December 2022 but applications will be considered as they are received.

For an application pack please see our website: www.wrenacademyenfield.org/69/recruitment

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Academy Information 2022/2023

Wren Academy Enfield is the second Wren Academies Trust to open and is jointly sponsored by the London Diocesan Board for Schools and Berkhamsted School. Since opening in September 2020 the school has been closely modelled on the successful Wren Academy Finchley whilst creating a distinctive vision and ethos which matches the needs and aspirations of the Enfield students who join the school.

Wren Academy Enfield is a comprehensive school, which welcomes students whatever their previous academic attainment, then does all it can to maximise their academic and social potential. We are a vibrant and culturally diverse learning community where all members benefit from our distinctive and inclusive Christian vision inspired by the encounter of Zacchaeus with Jesus (Luke 19v1-10) and the exhortation found in Micah 6v8 to 'Do justice, love kindness and walk humbly with your God'.

The curriculum is innovative, challenging and engaging. There is an extended school day with lessons of varying lengths, single sex teaching in core subjects and an extensive timetable of enrichment activities. Each half term Focus Days are organised when the usual timetable gives way to in depth study of a range of issues relating to PSHE, the academy specialism and our ethos. To further support learning and social development, a House system is in place which in September 2023 will consist of vertical tutor groups of students in Years 7-10.

Inspired by Sir Christopher Wren, our specialism is Design and the Built Environment. Key skills associated with the specialism, such as planning and creativity, impact across all subjects. We work closely with a range of public and private sector partners in delivering the specialism and in ensuring it enhances but never dominates our curriculum. Given the proximity to the Chase Farm Hospital we are exploring ways that the specialism can incorporate the field of medical science to the benefit of all students.

We develop students' learning skills and attitudes through our immersion in a strong learning philosophy. This is based on the 6 Rs which encourages students to be

- Resilient
- Relational
- Reflective
- Redemptive
- Resourceful
- Reverent

All learning is supported using digital tablets which are an expected item of equipment for every student. The use of the technology enhances learning within the classroom and at home whilst also being fully utilised to support all children on the SEND register.

Colleagues are encouraged to innovate and to develop new ways of learning and working together. Taking advantage of the curriculum and lesson planning from Wren Academy Finchley, teachers develop and enhance existing learning resources to create exciting curriculum opportunities for the benefit of students in both schools.

All teachers joining Wren receive a high-quality professional development experience. We hope that simply by working at the new academy, teachers will become better practitioners and that much of the best professional development will be found in working with Wren colleagues. However, we explicitly prioritise CPD with an innovative CPD programme which provides 3 discrete hours for the development of teachers. Within this structure there is a focus on engaging with the latest educational research, with many colleagues undertaking research projects related to their practice. Therefore, we are looking to recruit teachers who are keen to become the very best teachers whilst focusing on ensuring excellent progress and the creation of firm foundations which will lead to GCSE and A Level success.

At Wren you will be given time to plan and evaluate your lessons and intervention strategies. You will be part of a learning dialogue with colleagues for which time is set aside. Most importantly of all, you will be working with young people who are talented and enthusiastic about

Do justice, love kindness, walk humbly with your God: Micah 6v8

their learning. We believe that observing other teachers and having them observe you is a professional entitlement and especially important given our focus on quality first teaching. It is an expectation that all Wren teachers will be confident and open in seeing lesson observation as a key element of how we learn as professionals.

We are looking to recruit excellent teachers who have the desire to develop further. We want to appoint colleagues who possess real curiosity about the ways in which children learn most effectively and who are always seeking to extend their practice into new areas and learning activities. It is important that Wren teachers are ambitious both for themselves and for their students.

Other benefits of teaching at Wren Academy Enfield:

- Career development opportunities in a successful and growing Multi Academy Trust with plans to expand further.
- Excellent professional development opportunities including support for programmes of further study and planned career development.
- Free refreshments and a lunchtime allowance
- Timetabled professional development time during the school day
- Planning and evaluation time during the school day

More details on the curriculum, structure and ethos of the Academy are available on our website, www.wrenacademyenfield.org

Gavin Smith
Executive Principal

WREN ACADEMIES TRUST

Wren Academy Enfield

Job Description – Cover Supervisor

Cover Supervisors are expected to teach calm and purposeful lessons which enable all students to make progress, and for learning to continue when the usual teacher is absent. It is essential that they give active support to the vision and ethos of Wren Academy.

Job Purpose

This colleague's primary role will be to act as Cover Supervisor. This will entail supervising the classes of absent teachers using work set by the teaching team. The Cover Supervisor need not be a qualified teacher as ongoing training in the role will be given. However, we anticipate that the Cover Supervisor will have previous experience of supervising groups of students in a secondary school environment.

It is likely that the Cover Supervisor will not be required to supervise lessons for all of their working week. When not required for Cover, the Supervisor will work as a Teaching Assistant (see Duties and Responsibilities below).

Working Time

36 hours per week, for 39 weeks of the year

Contract Type

Permanent

Reporting to

A member of the Senior Leadership Team.

Duties

1. To supervise the lessons of absent colleagues.
2. To manage students in these lessons and ensure they complete the cover work set.

As a Teaching Assistant

1. To support the learning needs of students who require assistance in accessing the curriculum or who need additional challenge in order to extend their learning.
2. To work with students in classroom, small group and one to one scenarios.
3. To carry out administration in the Individual Needs department as directed by the Head of Department. This will include the drafting of Individual Education Plans.
4. To administer spelling and reading tests and other assessments and to invigilate in examinations as directed by the Head of Department.
5. To liaise with the educational psychologist, external agencies and teaching staff regarding programmes for individual children.
6. To support students in their work with outside agencies (e.g. during visits from the speech therapist).
7. To carry out behavioural programmes as directed by the Head of Department.
8. To maintain records of work done by individual students and report to the Head of Department on progress in line with Academy systems.

9. To play a full part in the activities of the Individual Needs department and attend meetings needed to review students' progress as required.
10. To liaise with parents as appropriate.
11. To take part in the Academy's staff duty rota.
12. To take part in the Academy's enrichment programme.

Professional Behaviour:

- To maintain high standards of professional behaviour towards colleagues and students
- To lead by example and to follow the Academy's dress code and code of conduct
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach and to be prepared for the unusual
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people

Assessment:

- To continue personal development as agreed in performance management
- To engage actively in the performance review process
- To address the performance management targets set by the line manager

Other Specific Duties:

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example
- To support the Academy in meeting its legal requirements as a Church School
- To have a record of excellent health, attendance and punctuality

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title. Wren Academy Finchley is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Person Specification – Cover Supervisor

Professional Skills and Experience

1. Possess experience of working in a secondary school environment, preferably in a similar role.
2. Be skilled in managing and developing productive working relationships with young people.
3. Possess excellent organisational and administrative skills.
4. Show evidence of continuing professional development.
5. Be able to demonstrate an understanding of secondary schools systems.
6. Be skilled in the use of ICT and preferably have experience of school based information technology systems.
7. Demonstrate experience in setting up and operating effective management systems.
8. Show the capacity to be a fast and adaptable learner.

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole Academy team which seeks and develops a variety opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess good written and verbal communication skills.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.

Selection Process Details

Application deadline

Completed application forms must be received by 9.00am, Monday 5 December 2022.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this.

Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to wrenhr@wrenacademy.org.

CVs will not be accepted.

Visits

Visits can be organised requested. If you would like to see the school in advance of submitting an application appointments can be arranged by emailing wrenhr@wrenacademy.org.

Selection process

The selection process will consist of a combination of tasks, activities, lesson observations, presentations and interview.

Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The selection process will also include rigorous processes to assess each applicant's commitment to and understanding of safeguarding within a secondary school context.

September 2022