



# Drapers' Academy



## Cover Supervisor

### Application Pack

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RESPECTFUL

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KIND

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PURPOSEFUL



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## Principal's Welcome

Dear Applicant,

I am proud and privileged to be Principal of Drapers' Academy and alongside a committed and passionate staff, work hard to provide the best educational opportunities for all of our pupils, students and their families. Drapers' Academy's vision statement makes clear that our mission is both to maximise academic attainment and support our young people to lead fulfilling lives and we achieve this by ensuring we have the highest expectations of staff, teachers and all of our pupils and students.

Over the past two years the Academy has gone from strength to strength and this was recognised when Ofsted visited us in March 2025. We secured good judgements for all areas and Inspectors noted the following:

- The school is highly ambitious for their pupils
- Pupils follow a broad and well-considered curriculum
- Pupils are safe here and their individual needs are well understood
- The school's high expectations of behaviour are clear and well understood
- Pupils learn what it means to be a pupil of Drapers' and to embody the school's values

We have a hugely experienced and committed staff who are focused on ensuring that all pupils and students succeed and enjoy coming to school. Over the last two years our A level and GCSE results have shown significant increases, and in 2024 our progress at A Level was the second highest in the local authority, and we were in the top 50 schools nationally for improved progress at GCSE.

One of our most important developments over the last three years has been a relentless focus on building a positive culture within the Academy and this is based around our three core values. At Drapers' we are Purposeful, Respectful and Kind. All within our community are expected to adhere to these values to ensure that the Academy is both a great place to learn and a supportive and positive place to work. I believe there are a number of things that make working at Drapers' Academy both positive and rewarding:

- Membership of the EAP
- Free, secure car parking
- Eye Care scheme
- Cycle To Work scheme
- Local Government Pension Scheme

If you are committed to playing a part in transforming the lives of young people, if you are passionate about what you do, and if you can both challenge others and respond positively to challenge, I look forward to reading your application.

Good luck and best wishes

**Gillian Dineen**  
Principal





## Benefits of Working at Drapers' Academy

We know our staff are key to our success. Whether you are a newly qualified teacher, a returnee to the workplace, support staff or an aspiring school leader, the Drapers' Multi-Academy Trust can support and develop your career. We believe in creating collaborative working environments where our staff can reach their full potential. Our schools are at the heart of our local community and work together to ensure staff feel valued, supported and are able to maintain a healthy work-life balance.

At Drapers' Academy we have a clear vision to deliver high standards of education, and staff are well supported by a committed and supportive Middle and Senior Leadership Team, as well as from our Sponsors, The Drapers' Company and Queen Mary University of London.

Employees of Drapers' Academy enjoy many benefits:

### LIFESTYLE WELLBEING



**Events:** Opportunities for staff to attend celebratory events hosted by our sponsor The Drapers' Company, including events at Drapers' Hall in Central London.

**Physical Fitness:** As an employee of Drapers' Academy, you will have free access to our on site gym.

**Location:** Work at our state-of-the-art campus, surrounded by acres of countryside. We offer secure, free, onsite parking, as well as being a short bus journey away from Harold Wood Station (Elizabeth Line).

### FINANCIAL WELLBEING



**EAP Membership:** Free access to the Employee Assistance Programme, provided by the Education Support Network, offering support, information and advice.

**Eye-Care:** We offer our staff a generous eye-care support scheme, with contributions towards eyesight tests and new spectacles.

**Cycle to Work:** We are proud to provide our staff with access to the Bike2Work Scheme, offering up to 42% savings on bikes and equipment.

**Pension:** Membership to either the Local Government Pension Scheme for support staff or the Teachers' Pension Scheme for teaching staff.

### MENTAL WELLBEING



**Wellbeing Committee:** We have a staff-led team, with a budget dedicated to providing staff wellbeing initiatives throughout the year. The committee also organise regular social events away from work.

**Small Class Sizes:** Our class sizes average 25 pupils.

**Work/Life Balance:** No retrospective book marking.





## Our SEND Team

We have a supportive and versatile SEND Faculty at Drapers' Academy. The SENCo, with support from the Assistant SENCo, leads a team of 20 staff including full time admin support. Our learning support assistants offer in class support and mentoring and many offer short term interventions such as Read, Write Inc and ELSA. The SEND team have a large space within the school called the Oak Centre with small teaching spaces to offer a variety of support and intervention groups. We also have a large garden space and pond which we utilise to support and engage the pupils in outdoor learning. We are also fortunate to have a number of chickens, ducks, rabbits, guinea pigs and a turtle which make The Oak Centre a popular place for many pupils before school and at break and lunch.

All of our pupils access the full curriculum and we work closely with teaching staff to ensure this is possible. Where appropriate pupils are withdrawn for small group interventions. Some pupils have the opportunity to attend Lambourne End Centre on a weekly basis to study land based studies. Some pupils work on projects with our LSA's in the Oak Centre garden to develop a range of outdoor learning skills. We also offer The Princes' Trust course at Key Stage 4 for SEND pupils.

We are passionate about preparing pupils for their future beyond Drapers' Academy, and have high aspirations for all of our pupils. We actively promote independent learning for all and ensure that all teachers use inclusive practices so that all pupils can actively participate in lessons. We also work closely with the careers service and local further education establishments to ensure there is a smooth transition from Drapers' Academy to college for all SEND pupils, as well as other vulnerable groups.

## Drapers' Academy Key Information

### Pupil Numbers

**1207**

Year 7 - 11: **1019**  
Sixth Form: **188**

### Pupil Premium

**45%**

### SEND

**12%**

EHCP: **3%**  
SEND Support: **9%**

### First Languages

English: **75%**  
Lithuanian: **4%**  
Romanian: **4%** Polish: **2%**  
Other Languages: **15%**

### Ofsted 2025

Drapers' Academy was assessed as Good in all areas of inspection by Ofsted, in March 2025. Below are a selection of observations Ofsted made of our school. The full report can be found on our website.

- "Pupils are safe here and their individual needs are well understood. They are fully included and happily welcomed to the school community."
- "The school is highly ambitious for their pupils."
- "Teachers are experts in their subjects and present information clearly."
- "Pupils learn what it means to be a pupil of Drapers' and to embody the school's values of kindness, respect and purpose."
- "The school provides relentless support for attendance."
- "Staff enjoy working at the school. They feel well supported and appreciate the steps taken to reduce their workload. Staff at all levels value their opportunities for professional development."



## Job Description

### Job Title : Cover Supervisor

|                             |  |
|-----------------------------|--|
| <b>Reports To :</b>         | Director of Sixth Form   |
| <b>Location :</b>           | Drapers' Academy, Harold Hill RM3 9XR                                      |
| <b>Hours :</b>              | Term Time Plus 1 Week (39 Weeks) 36 hours                                  |
| <b>Contract Type :</b>      | Permanent  |
| <b>Salary :</b>             | Grade 5 Point 7-10 Actual Salary £26,034 - £27,659 (FTE £30,286 - £31,611) |
| <b>Staff Line Managed :</b> | None   |

The Cover Supervisor role at Drapers' Academy is an important one in ensuring that all of our pupils have a consistent and high quality learning experience even when teaching staff may be absent.

Our Cover Supervisors will supervise and manage individuals, groups and whole classes either on their own or in the presence of a teacher and/or teaching assistant. They will also supervise/cover classes without the presence of a teacher in the event of planned or unplanned absence by other teachers in the school. The Cover Supervisor will not be responsible for the planning or preparation of lessons, materials or resources, or detailed evaluation and pupil assessment.

The Cover Supervisor will be primarily responsible for the maintenance of good order and focused activity: this requires strong behaviour management skills and the ability to communicate effectively.

### Main Duties and Responsibilities

Subject to the direction of a teacher:

- Supervise/cover classes in the absence of a teacher for either unplanned or planned absence.
- Supervise detentions and/or in-school sessions where pupils may have been removed from classes.
- Invigilate and supervise national and school examinations, tests and assessments.
- Supervise pupils, on or off school premises, in the context of trips, visits, concerts, assemblies and contribute to the planning and organisation of such events.
- Manage pupils' behaviour and discipline in accordance with the policies and procedures of the school and report back to teachers on pupils' behaviour and discipline.
- Describe and explain learning activities, answering queries, giving direction and assisting with differentiated tasks and materials.
- Complete registers and/or use the school's attendance recording systems and make oral and/or written feedback to the supervising teacher responsible for the relevant activity.
- Support pupils in the use of ICT.
- Take part in relevant training and development, assessment of performance (in accordance with school policy and practice) and an agreed programme of personal professional development.
- Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and antidiscriminatory behaviour.
- Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.



- Cover registration and form time activities as required.
- Provide cover for the Internal Exclusion room if required.
- Take part in relevant training including safeguarding and other whole school training in order to provide a safe and consistent experience for pupils in cover lessons, registrations and other activities.

## Additional duties

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.

This job description is subject to annual review.



*Drapers' Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance, an online check, and other relevant employment checks.*



## Drapers' Multi-Academy Trust

### Vision

Drapers' Multi-Academy Trust strives for educational excellence, community engagement, and holistic development across its schools, ensuring that every child has the opportunity to succeed and flourish.

### Mission

#### *Empowering excellence, embracing diversity*

Our mission at Drapers' Multi-Academy Trust is to provide a transformative educational experience that empowers pupils to reach their full potential. Through collaboration, innovation, and a commitment to inclusivity, we strive to create a nurturing environment where every individual is valued and supported. By leveraging the rich heritage of the Drapers' Company and the academic expertise of Queen Mary University London, our schools cultivate dynamic learning environments that inspire every pupil to achieve their goals. Our overall ambition is to nurture resilient, compassionate, and globally-minded citizens who will thrive in an ever-changing world.

### Values

We are an inclusive and ambitious Trust, benefitting from the support of our Sponsors. Through a culture of respect and collaboration, we aim to enhance the educational outcomes and life chances of our pupils and increase the number of learners benefitting from the Trust's resources and expertise.

### Sponsors

Our sponsors are highly experienced and passionate about education.

#### **The Drapers' Company**

[www.thedrapers.co.uk](http://www.thedrapers.co.uk)



Drapers' Multi-Academy  
Trust

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.

#### **Queen Mary University of London**

[www.qmul.co.uk](http://www.qmul.co.uk)

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary, University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.





## Drapers' Academy

### Total Capacity

1,250 Children

### Building Floor Size

10,000 sq metres  
(2½ acres)

### Year 7 - 11

1050 Pupils

### Sixth Form

200 Students

### Grounds

23 Acres

### Sports Pitches

3 Grass Pitches  
All weather Astroturf  
Netball and Hard Courts

### Indoor Climbing Wall

### Exercise Suite and Gymnasium

### Theatre and Dance Studio

### Year 7 Dedicated Area

### Exclusive Sixth Form Area



### Drapers' Academy

Settle Road, Harold Hill RM3 9XR

### Principal

Ms Gillian Dineen

### Chair of Governors

Mr Simon Gaskell



# [www.drapersacademy.com](http://www.drapersacademy.com)

01708 371 331 • Drapers' Academy, Settle Road, Harold Hill RM3 9XR

### Transport

The local train stations are Harold Wood and Romford. These trains are run by Greater Anglia.

There are several local bus routes with a stop at the top of Settle Road. These are the 174 and the 496.

