Bourne
Community College



Application Pack

KINDNESS ~ RESPECT ~ DETERMINATION

COVER SUPERVISOR

Welcome to our School

Welcome to Bourne Community College, a unique secondary school on the south coast of England, located between the historic city of Chichester and the villages of West Sussex and Hampshire.

We are delighted to welcome you to our school community. We are proud of our dedicated staff and supportive Governing Body, who work together to create a positive and inspiring environment for every student where we all strive to become the best version of ourselves.

At the heart of everything we do are our core values:

KINDNESS RESPECT DETERMINATION

These values guide our shared mission:

To inspire and enable everyone to make a positive contribution to themselves, our community and wider society

To strive for excellence in both character and learning

“Pupils enjoy the many opportunities they have”

Ofsted 2026



Our Vision

Bourne Community College is a very special place to work where every student and staff member is known and valued. Our students are proud of their school and actively participate in a wide range of extra-curricular opportunities, from performing arts and sports to leadership programmes, enrichment activities and community events. We are looking to hear from people who share our vision of helping every student flourish and who believe that education extends far beyond the classroom.

We are proud to hold Gold status as a Rights Respecting School, with respect at the heart of daily life. Our International School Award also gives students the chance to learn about different cultures, broaden their horizons, and develop understanding, tolerance and respect for others.

Above all, we are incredibly proud of our students and everything they achieve both in the classroom and through sport, enrichment and charitable work.





The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Leadership



At Bourne Community College, the Senior Leadership Team is unwavering in its dedication to achieving the highest possible outcomes and providing exceptional support for every student. Our cohesive school thrives on strong, collaborative relationships.

Our Senior Leadership Team work alongside our dedicated governors, to define the overarching shared vision for Bourne. We are entering an ambitious new phase of development in how Leadership is distributed in the school, making this an exciting time to join the school. Strategic leadership of our school priorities is being spearheaded through our newly formed Faculties, empowering all leaders to define a shared vision for Bourne.

The Middle and Senior Leadership teams play a vital role in guiding and supporting our dedicated teaching and support staff across the school, ensuring that strong, positive relationships are at the heart of everything we do. We believe that high-quality teaching and learning flourish in an environment built on trust, collaboration and mutual respect, where staff and students feel valued, supported and inspired to achieve their best. There is an unwavering commitment to professional development and growth, recognising that investing in our people strengthens the relationships and culture that enable students to thrive academically and personally.

Our aim for the future is to create a school environment where every student is encouraged to achieve their best through high-quality teaching and engaging learning experiences. We are committed to providing strong support for all students, helping them feel valued, confident, and able to succeed. We also strive to promote effective leadership throughout the school to maintain high standards and continue improving the experience for both students and staff.

Why work at Bourne?

We have a proactive approach to support a healthy work life balance including:

- Meetings, events, and activities are carefully planned throughout the year to minimise the number of occasions staff are required to work beyond the school day.
- Early finishes are provided for Open Evening, Christmas, and the end of the summer term.
- Flexible discretionary leave is available to support family commitments and significant life events.
- Staff voice is highly valued, and concerns are listened to and acted upon.
- A clear appraisal system is in place for all staff, with realistic and meaningful objectives.
- We promote supportive relationships between staff, students, and families, creating a collaborative and welcoming working environment.
- Access to professional development and training opportunities.
- The opportunity to work for an organisation held in the highest regard by the local community.

We offer these great employee benefits

- Free on-site parking
- Near railway station
- Cycle to work scheme with West Sussex Choices
- Gym Membership Discounts
- Health Cash Plans with BHSF
- Employee Assistance Programme
- Governor dedicated to staff wellbeing





COVER SUPERVISOR

Job Title: Cover Supervisor
Accountable to: Assistant Headteacher

Are you someone who can walk into a classroom and instantly build a positive connection with young people? Do you have the confidence, adaptability, and presence to inspire students to stay engaged and focused, even in the absence of their regular teacher? If so, Bourne Community College could be the perfect place for you.

We are looking for enthusiastic and reliable individuals to join our team and play a key role in supporting the smooth day-to-day running of the college. As part of this role, you will help maintain a calm, purposeful, and productive learning environment by supervising lessons, ensuring students remain on task, and supporting them in completing the work set by their teacher.

This is an excellent opportunity for someone who enjoys working with young people and wants to make a real difference in their educational experience. You will need strong communication skills, confidence in managing a classroom environment, and the ability to quickly build positive relationships with students across a range of age groups and abilities.

At Bourne Community College, we pride ourselves on creating a supportive and inclusive environment where both students and staff are encouraged to thrive. By joining our team, you will become an important part of a community dedicated to helping every student succeed, while gaining valuable experience in an educational setting.



JOB DESCRIPTION

Aims of The Post

To support learning at Bourne Community College by covering for absent colleagues in class. To help students continue with their learning and focus on the key tasks set by their teachers in their absence. To embody the vision and ethos of Bourne Community College.

Key Responsibilities and Main Duties are to:

- To cover for absent teachers as directed by Line Manager
- To work with class teachers to support and deliver engaging learning experiences
- To help students remain focused and to make sure lessons run smoothly by following the school routines described in the relevant policies.
- To maintain safe, supportive and inclusive classroom environments
- To promote positive behaviour strategies, modelling high expectations and supporting whole-school behaviour for learning policy
- To support the school across areas other than the classroom, including regular timetabled duties
- To participate in professional development and contribute to school improvement initiatives
- To establish positive relationships with students and colleagues
- To work within the policies, ethos and aims of BCC and to carry out such other duties as may reasonably be assigned by the Headteacher



PERSON SPECIFICATION

Qualifications (Essential)

- Good level of education including English and maths qualifications at GCSE grade 4+ or equivalent

Experience, Knowledge & Understanding (Essential)

- Proven experience of working with young people
- Ability to work with young people to achieve their goals
- Ability to support learning with positive behaviour strategies
- Ability to build effective and professional relationships with students and staff

Personal Qualities & Other Skills (Essential)

- Strong communication and interpersonal skills
- Enthusiasm and resilience
- Reliability and integrity
- A reflective practitioner who is able to develop their skills through self-evaluation
- Ability to use school information systems or willingness to learn
- Good personal and professional organisation skills

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How To Apply

Applications should be completed using the application form.

Your supporting statement should demonstrate how you would fulfil the job description and the degree to which you meet the person specification (Section 4 of the application form).

Please email the documents to office@bourne.org.uk or post to Mrs Menzies (Headteacher's PA) no later than the advert deadline.

Suitable candidates may be invited to interview prior to the closing date, and we reserve the right to close the vacancy early should sufficient applications be received.

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