

Cover Supervisor

Pay Range: **Grade D SCP 5-7** (£25,583 to £26,403 FTE)

Hours: **Up to 35 hours a week (8am to 3.30pm each day)**, *but three or four days would also be supported for the right candidate*

Term Time plus two INSET Days

Deadline: 8am 29th September 2025

Start Date: As soon as possible

We are seeking an exceptional candidate with the energy, passion and creativity to work as a Cover Supervisor in both the Primary and Secondary phases of our thriving All-Through school. Although the cover could be across both phases of our school, candidate preference and prior experience will be considered where possible. The successful candidate would need to be in school from 8am till 3.30pm between three and five days a week. This is a term time position. This role would be well suited to a learning support assistant looking for their next challenge, someone considering teaching as a career, or a newly qualified teacher wanting to gain further experience in the classroom.

CFS is a vibrant, collaborative and forward thinking school for 4-16 year olds, where the personal development of our pupils is just as important as the academic curriculum. Our values of 'nurture, challenge and inspire' influence everything we do as a school, and genuinely permeate all areas of school life. If you are a strong practitioner who shares our values and ideals, we strongly encourage you to find out more about CFS via a visit to the school or through our school website www.chichesterfreeschool.org.uk.

There is something extremely unique and special about working in an All-Through environment; the successful candidate will have the opportunity to work creatively with colleagues from both phases helping to develop a cohesive and truly progressive educational experience for all learners. Ideally, the successful candidate will have previous school experience, and will be committed to embracing the unique and special environment and opportunities of working in an All-Through school.

CFS follows national pay scales and the starting point within the range listed will be agreed on appointment with the successful candidate.

The School

CFS is now entering its second decade and is fully established in our state-of-the-art facilities on the Carmelite Convent Site in the south of Chichester. Our PAN is 60 in Primary, and 120 in Secondary; in almost all year groups we are oversubscribed with waiting lists. Due to demand, we have a bulge intake of Year 7 who started in September 2023, with over 150 pupils currently on roll in this year group, with a similar sized cohort joining Secondary in September 2025.

The School joined Sussex Learning Trust in September 2023 – a move that we personally initiated through the desire to collaborate with a like-minded family of schools. The Trust is currently small and based in Haywards Heath; CFS are well placed to launch a new Western Region of the Trust, which is really exciting.

As a Free School, we are the same as any other academy; we are both held and hold ourselves to the same exacting and rigorous standards as all state-funded schools. We follow the national curriculum, and are proud of our ambitious, inclusive and varied curriculum offer. Our pupils engage with SATs and GCSE assessments. In May 2024 we received a very strong fully graded Ofsted Inspection – we were graded at least a strong Good in all areas and Outstanding in Personal Development. In 24-25 we achieved our highest attainment in both Year 6 SATs and Year 11 GCSEs, with some exceptional achievement in multiple areas. As a school we are now striving for excellence in all areas.

CFS is open to pupils of all abilities. We take part in the West Sussex County Council (WSCC) admissions process. As a school we benefit from longer holidays, specifically at October half term, Christmas and during the summer.

Our Values and Aims



At CFS, we create a safe, inclusive, environment through our **culture of kindness** where we **nurture**, **challenge** and **inspire** all learners.

Our team of passionate educators, working with our **community**, offer a broad range of **opportunities** and **experiences through cultural capital**, alongside **excellent**, evidence based, teaching.

As a result, our young people develop a **love of learning** and are empowered to achieve accelerated **academic progress**, to find personal fulfilment and to become **resilient**, responsible **global citizens**.

The Cover Team

The Cover Team is currently made up of five Cover Supervisors who teach and cover lessons across the Primary and Secondary phases, led by our Cover Manager who organises and plans the staffing needs based on the cover needs each day. Each of the Cover Supervisors have their specialisms and interests and support one another in the delivery of a vast array of subjects to a multitude of age ranges. The cover team base themselves in the staff room of our All-Through school and meet daily. Several previous members of the team have moved into teaching roles or initial teacher training following their experience as a Cover Supervisor at CFS.

The Role

The successful candidate will be able to cover classes and teach across all classes and abilities from Reception to Year 11, potentially with a focus in either phase dependent on the experience, knowledge base and preference of the applicant.

You will:

- be a skilled and competent professional who is energetic and totally committed to the ethos of the School
- readily establish excellent relationships with both staff, pupils and parents
- have an up-to-date awareness of current issues and challenges in education
- possess drive, expertise and enthusiasm
- possess an optimistic and resilient style when faced with pressure
- be able to communicate well with children and young people, having an understanding of safeguarding and promoting the welfare of young people
- have a sound understanding of IT and be able to use IT effortlessly

All staff at CFS commit to fully contributing to the ethos and life of the School in and outside the classroom.

CFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Executive Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

The Recruitment Process

For further information and an informal discussion about this post, please do not hesitate to contact us via recruitment@chichesterfreeschool.org.uk or on 01243 792690.

Candidates should complete an application form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to recruitment@chichesterfreeschool.org.uk by **Monday 29th September 2025**.

Early applications are encouraged, and we reserve the right to interview and appoint prior to this deadline.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Qualification/Attainment

a. Educated to GCSE or above	Essential
b. Evidence of relevant Professional Development	Desirable

Knowledge Base

a. Excellent professional knowledge and understanding required for the role	Essential
b. Understanding of methods of teaching and learning in either the primary or secondary phase of education	Desirable
c. An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children	Desirable
d. Workable knowledge of IT (Word, Excel, Outlook and other Office programs)	Essential
e. Knowledge of SIMs (training will be provided)	Desirable

Experience

a. Previous experience of working in a similar role	Desirable
b. Previous experience in a school setting	Desirable
c. Previous experience of working with children	Desirable

Skills Required

a. Decision making skills: the ability to solve problems and make decisions	Desirable
b. Teamwork: the ability to work collaboratively with others	Essential
c. Communication skills: the ability to make points clearly and understand the views of others	Essential
d. Self-management skills: the ability to plan time effectively and organise oneself well	Essential
e. Able to communicate with a wide range of audiences including pupils, parents, teachers and associate staff.	Essential
f. Articulate, literate and numerate	Essential
g. Ability to be innovative, creative and tenacious.	Essential
h. Good level ICT skills, including experience of using new technologies in the classroom	Essential

Attitude/approach

a. A deep and passionate commitment to the values and ethos of CFS	Essential
b. Ability to quickly build a professional relationship with children and adults	Essential
c. Possess a positive attitude and approach to change and development	Essential
d. Flexible and firm with the ability to know when to be either	Desirable
e. Enjoy rising to the challenges inherent in a school environment	Essential
f. Ability to work under pressure and multi-task	Essential
g. Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the values and ethos of CFS	Essential

h. Be an ambassador for the School, maintaining visibility, demonstrating impact, presence and self-confidence	Essential
i. Understanding of confidentiality and discretion	Essential
j. Maintain pride in work with high expectations of self and others	Essential

Safeguarding

a. Commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Essential