



**THE REACH FREE  
SCHOOL**

**Cover Supervisor**

**Candidate Pack**

**The Reach Free School  
Long Lane  
Rickmansworth  
Hertfordshire  
WD3 8AB**

[www.thereachfreeschool.co.uk](http://www.thereachfreeschool.co.uk)  
[admin@reachfree.co.uk](mailto:admin@reachfree.co.uk)  
01923 711517

Dear candidate,

Thank you for expressing an interest in this position. The Reach Free School is at an exciting time in its development as we celebrate our tenth anniversary this year. Academic achievement, our school community and a love of learning are key to this school's ethos and we take great pride in knowing all of our pupils, their strengths, goals and passions. Everywhere you turn in this school there are pupils and staff working together to achieve the very best. We have used this year to reflect on everything that has been achieved over the last ten years and look forward to what the future holds for the school.



We continue to build on the significant strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to develop and it is important for us as we enter the next chapter in the history of the school.

Our GCSE and A Level results are strong and we are firmly established in our purpose built school ensuring that future generations of young people have access to modern educational facilities right in the heart of their community.

If you have the passion to contribute to our unique school, then we look forward to receiving your application.

Richard Booth  
Headteacher

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## The School

The Reach Free School is an 11 to 18 school in Rickmansworth, which serves pupils of all backgrounds and abilities. Opened in September 2013, the school was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.



All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:

- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are very much involved in the school's wider responsibilities, developing skills in leadership and decision making, communication and collaboration and independent, self led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School and it is important that our pupils recognise their own responsibilities as members of the community. It is this that underpins The Reach Free School's ethos; Achievement, Community, Enjoyment - ACE.

## The Ethos of the School

The Reach Free School's ethos and curriculum is designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil in order for them to maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

**Achievement** – Realised through recognising the individual needs of every learner

**Community** – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

**Enjoyment** – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

## Features of The Reach Free School

**A Smaller School** – With 750 pupils, The Reach Free School is a close-knit environment, ensuring a strong sense of community.

**Modern facilities** - In September 2018 the school moved to its £19 million new home with first-class facilities throughout.

**'Outstanding' Judgements** - In February 2019 the school was inspected by Ofsted and received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. There were many strengths of the school identified in the inspection, not least the "excellent relationships between staff and pupils..." and "behaviour around the school is exemplary".

**Transition** – From September 2023 we will be reverting to four classes in year 7, having taken an additional form of entry in 2022. Each year 7 class benefits from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and help us to understand each child as an individual.

**Focus on English and Mathematics** – The school focuses on English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

**Reach Beyond** – This is the school's all encompassing wider curriculum, which includes a reading programme for key stage 3, a targeted academic support programme from year 10, our REACH Time PSHE programme and community projects, where pupils work together on local projects. This helps to develop our pupils as creative, confident and proactive individuals. We also have a Reach Out programme for students in the Sixth Form as they prepare for life beyond school.

**Technology Rich** – All pupils have their own school device and teachers are encouraged to utilise the latest technology to teach in innovative and creative ways.

## Expectations

At The Reach Free School we expect all staff to:

- Be passionate about education, and learning as a lifelong skill
- Be committed to securing the best outcomes for all pupils at the school
- Be open to innovative approaches in everyday aspects of school life
- Offer enrichment and extra-curricular experiences
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges

In return, we offer:

- A unique opportunity to help build on the school's successes to date
- A happy and supportive working environment with high expectations and standards
- Access to the latest technology to assist in developing your teaching and learning
- Competitive salaries, based on skills and experience
- A network of outstanding practitioners to collaborate with and learn from
- The potential for management opportunities
- A BUPA cash plan to contribute to medical care

## The Local Area

The school has been borne out of the need for more education provision in the Mill End, Maple Cross and Rickmansworth area. There is a continuing demand for high quality school places in the local area and the school is helping to meet these needs.







## Job description

Job Title:	Cover Supervisor
Reports to:	Assistant Headteacher
Hours:	Part Time/ Full time (8.00am to 4.15pm)
Salary Range:	Academy Trust Scale, dependent on skills and experience (minimum £20,895)

## Overall responsibilities:

To supervise whole classes and or groups of pupils or individuals in the short term absence of the subject teacher and to take morning and afternoon registration for absent form tutors.

## Main duties

The Cover Supervisor at The Reach Free School will:

- Support the Assistant Headteacher in arranging the lesson and duty cover to ensure the effective day-to-day running of the school
- Assist in the allocation of cover resources within the school on a daily basis
- Provide administrative or education support when not covering lessons
- Implement whole-school priorities
- Ensure that the regulations and procedures relating to Health and Safety, are followed, taking responsibility for the safety, welfare and discipline of pupils within the learning environment
- Support and uphold the ACE ethos of the school – achievement, community, enjoyment
- Create a happy, secure and stimulating learning environment
- Have sympathetic understanding of every child's needs
- Complete the requirements of the school's performance management process, as outlined in the school calendar
- Attend to personal professional development to ensure keeping abreast of national, local and school initiatives and best practice

Cover lessons for absent colleagues including

- Recording the attendance of pupils in each lesson covered
- Delivering learning activities to pupils as set by the teacher or Head of Department
- Supervising pupils whilst engaged in learning activities
- Ensuring that, as best as possible, learning objectives set by the teacher are achieved
- Securing high standards of behaviour in line with the School's Code of Conduct and Behaviour Policy

- Acting as a role model and setting high expectations of conduct to ensure that good behaviour is maintained
- Keeping appropriate records to enable feedback to be given to colleagues on their return to school
- Ensuring completed work is collected and provided to the appropriate teacher
- Responding to any questions from pupils about process and procedures
- Dealing with any immediate matters following school procedures

### **Wider Responsibilities**

The Cover Supervisor at The Reach Free School will:

- Support extra-curricular activities
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Carry out other tasks commensurate with their position, as directed by the Senior Leadership Team

### **Job context**

The Reach Free School welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. The Cover Supervisor has a responsibility to ensure the consistency of lessons for all pupils and are supported in that role by their line manager.

The Academy Trust endeavours to make any necessary, reasonable adjustments to the job and working environment, to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

### **Review of duties**

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the Headteacher, be changed. This includes the days of work for part-time members of staff.

### **Salary**

The Reach Free School operates its own payscale and salaries will be awarded based on the experience, skills and suitability of the candidate. The minimum starting salary for this position will be £20,895 per annum. This is based on daily working hours of 8.00am until 4.15pm, working term time only.

### **Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English (grade A*-C) or equivalent</li> <li>• Right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Education to degree level</li> <li>• Qualifications/interests relevant to extra-curricular activities</li> </ul>

<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Genuine passion and a belief in the potential of every pupil</li> <li>• Helpful, positive and calm nature</li> <li>• Ability to follow instructions but make good judgements and lead when required</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and application of Assessment for Learning (AfL)</li> <li>• Recent experience of working in an educational environment</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to motivate, inspire and support all pupils to achieve and succeed</li> <li>• Ability to reflect and develop your practice for the benefits of all learners</li> <li>• Ability to solve problems and make decisions</li> <li>• Ability to work collaboratively</li> <li>• Able to communicate with a wide range of audiences, both verbally and written</li> <li>• Commitment to The Reach Free School's core values of achievement, community, and enjoyment (ACE)</li> <li>• Good numeracy and literacy skills</li> <li>• Confident and competent use of ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Training in child protection</li> <li>• Training in first aid</li> </ul>
<b>Other qualities</b>	<ul style="list-style-type: none"> <li>• Awareness of health and safety requirements related to the role</li> <li>• A flexible approach to working patterns and expectations, understanding the evolving nature of the school and role</li> <li>• A desire to succeed in all aspects of the job</li> <li>• A commitment to the promotion of health, safety and safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to teach other subjects</li> </ul>

### How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: Mrs Samantha Berman, Headteacher's PA, [sberman@reachfree.co.uk](mailto:sberman@reachfree.co.uk)
- By post to:
 

The Reach Free School  
Long Lane  
Rickmansworth  
Hertfordshire  
WD3 8AB

We will endeavour to acknowledge your application by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at [sberman@reachfree.co.uk](mailto:sberman@reachfree.co.uk).

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy we are unable to process applications without a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check, as well as in-depth online checks. Non-disclosure may lead to the termination of your employment.



