



Cover Supervisor (November 2022)

Pay Scale: SCP 9-13 (FTE £21,269 - £23,023)*

Actual Salary £14,979 - £16,215*

33.75 hours a week, Term Time, plus two INSET days

Working hours: 8:15am – 3:30pm

**figures as per September 2021 pay scales subject to increase, to be confirmed.*

The Trustees and Principal are seeking a Cover Supervisor with the enthusiasm and vision to deliver cover lessons on a daily basis at Chichester Free School. The role requires good classroom presence and behaviour management skills. We are looking for someone who will be able to lead lessons in our all-through environment from Reception to Year 11, although the majority of the cover needs are likely to be in the Secondary phase of the school. This role would be well suited to an adaptable newly qualified teacher or a learning support assistant looking for a new challenge.

The School

CFS is a non-profit making, state-funded school, established in response to real demand within the local area for a greater variety of schools. We have been open since 2013, and are now fully established in our state of the art facilities on the Carmelite Convent Site on the Hunston Road in the south of Chichester. We are full in all year groups from Years R to 11, with waiting lists in most phases of the School. Our PAN is 60 in Primary, and 120 in Secondary.

Since 2013, CFS has achieved two 'Good' Ofsted Inspections and three years of average Progress 8 at GCSE. Our 4+ English and Maths results have consistently been significantly above the national average. Outcomes in Primary are also strong and improving. As a school we are now striving to be outstanding and to achieve above average outcomes in all phases. Our values of 'nurture, challenge and inspire' influence everything we do as a school, and permeate all areas of school life.

CFS is open to pupils of all abilities. We do not have a catchment area, thus ensuring the School is fair and inclusive. We take part in the West Sussex County Council (WSCC) admissions process. As a Free School we benefit from the same freedoms and flexibilities as academies, and are subject to the same Ofsted inspections and rigorous standards as all state schools.

For more information on our ethos and values, prospective applicants are strongly encouraged to look at our website: www.chichesterfreeschool.org.uk.

The Role

The person appointed to this post will be expected to teach across all abilities from Reception to Year 11, but with a particular focus within the Secondary phase of the School. There will also be the opportunity to take a proactive role in the extra curricular life of the School.

All staff at CFS commit themselves to contribute fully 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 Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

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. Qualified teacher status or working towards this	Desirable
c. Evidence of relevant Professional Development	Desirable

Knowledge Base

a. Understanding of Education	Essential
b. Knowledge of learning and teaching strategies	Desirable
c. Models of behaviour management	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. Experience of working in a school and/or with young people	Essential
b. Previous Secondary School experience	Desirable

Skills Required

a. Ability to quickly build a professional relationship with children and adults	Essential
b. Can use own initiative – problem solving with a 'can do' approach	Essential
c. Teamwork: the ability to work collaboratively with others	Essential
d. Communication skills: the ability to make points clearly and understand the views of others	Essential
e. Self-management skills: the ability to plan time effectively and organise oneself well	Essential
f. Ability to embrace change and adapt quickly in different situations	Essential
g. 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 Chichester Free School in and outside of the classroom	Essential
b. Enjoy rising to the challenges inherent in a school environment	Essential
c. Lifelong learner	Essential
d. Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the values and ethos of Chichester Free School	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

The Recruitment Process

For further information and informal discussion about this post, please do not hesitate to contact Claire Tunnicliffe, Assistant Principal on ctunnicliffe@chichesterfreeschool.org.uk.

Candidates should complete an Application Form addressing the criteria presented in the person specification. Completed applications should be sent to recruitment@chichesterfreeschool.org.uk

Closing date for applications: **12noon on Wednesday 28th September**

Shortlisted candidates will be invited to interview on **Wednesday 5th October**.

We reserve the right to interview throughout this period.

The intended start date for this role will be Tuesday 1st November 2022. A formal contract will be issued once the successful applicant has been appointed. The offer will be subject to a Disclosure and Barring Service (DBS, formerly CRB) check.