March 2024

Dear Colleague,

I am delighted that you are considering a position with us at St Edward’s Royal Free Ecumenical Middle School. Thank you for requesting further information following our advertisement for a cover supervisor. I hope that you find the information enclosed useful and that you feel inspired to apply for this important post in our school.

St Edward’s Royal Free is a heavily oversubscribed Middle School for pupils in years 5 to 8 situated in light and attractive well-maintained buildings in an idyllic location in Windsor (with plenty of onsite parking for staff). Our vision of growth, taken from the parable of the mustard seed, and our four values of service, excellence, respect and faith, permeate everything that we do here.

Our pupils are also a joy to work with. They are committed to their learning, calm, and exceptionally well-behaved. They are proud of the school and contribute fully to school life and continue to surprise me daily with their acts of kindness, enthusiasm and desire to make a difference. Visitors to the school are quick to complement us on our pupils’ maturity and their welcoming nature and local community groups are grateful for the support of our pupils.

As the Headteacher I am fully committed to the wellbeing and development of our staff. We offer a choice of CPD programs, with the flexibility for colleagues to do what best suits their professional and personal circumstances. We are also committed to wellbeing in a more practical sense with laptops available for new staff where required for their roles. Overall our staff team is hugely supportive and kind, and our caring ethos makes this a very rewarding place to work.

Our cover role is an exciting and varied position. It includes leading classes in teacher absence, covering teaching assistants, administration task completion, office/library cover, one-to-one work, small group work and support with clubs/homework after school on some occasions. You will also be part of the lunchtime duty staff. You will receive full training and access to an online portal to develop your understanding and skills. Supply and cover staff we work with currently always comment on how wonderful our children are to teach and how welcoming staff and pupils are.

We are also fortunate as a voluntary-aided ecumenical school to receive strong support from the governing body, parents, Local Authority and both Oxford (Church of England) and Portsmouth (Catholic) dioceses. Many visitors comment on the friendly atmosphere and good relationships evident. I believe we are in a good position to build on these strengths and take the school forward over the next few years.

Please complete the enclosed application form if you would like to apply. You should include a letter with the application form in which you explain how your qualifications, experience and

personal qualities make you the right candidate for the job. The closing date for applications is Friday 19th April 2024.

If you would like to visit us to find out more about the school either before or after submitting an application, please do so by telephoning the school office.

Thank you for showing an interest in our advertisement. I very much look forward to meeting you and reading your application.

Yours sincerely,



N Adamson

Enc. Application Form

Job Description

Person specification