



THE REACH FREE
SCHOOL

Cover Supervisor

Candidate Pack

**The Reach Free School
Unit 3, Wolsey Business Park
Tolpits Lane
Rickmansworth
Hertfordshire
WD18 9BL**

www.thereachfreeschool.co.uk
admin@reachfree.co.uk
01923 224764

Dear candidate,

Thank you for expressing an interest in this position. It is an exciting time at The Reach Free School as we build upon the strengths identified in our 2015 Ofsted report. Attracting the very best staff is the most effective way to grow and it is important for us as we move ever closer to our first set of GCSE results and move to our new permanent home.



Over the next five months construction will be completed on our new school, and we will move to these new premises at the heart of the community that we serve. Alongside this exciting development, we continue to ensure that our pupils are making excellent progress, putting them on course for excellent GCSE results this summer. Our fifth cohort of pupils joined us in September 2017, adding a further 120 pupils to our school community.

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

Richard Booth
Headteacher

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 120 pupils in each year, The Reach Free School will remain a close-knit environment, even when full. This will ensure a strong sense of community within the school.

A Brand New Building - From September 2018 the school will be moving to its £18 million new home with modern first class facilities throughout.

Transition – Each of the four classes in Year 7 benefit 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 helps us to understand each child as an individual.

Focus on English and Mathematics – The school specialises in 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.

Community Common Room – Once a week, all pupils work in groups towards a shared goal for the local community. Working together on a community project develops our pupils as creative, confident and proactive individuals.

New Technology – All pupils and teachers at The Reach Free School are encouraged to utilise the latest technology to learn and teach in innovative and creative ways.

School Dog – We are fortunate to have Scout, our school dog, with us every day. She supports pupils with their reading and is a friendly face for all pupils, staff, and visitors.





Expectations

At The Reach Free School we expect all staff to:

- First and foremost have a passion for education and be open to innovative approaches in everyday aspects of school life
- Maintain the highest standards of integrity, attention to detail and customer service
- Be committed to supporting other staff members to ensure the best outcomes for all pupils at the school
- Be willing to contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges

In return, we offer:

- The opportunity to be a part of a forward-thinking school
- The freedom and flexibility to carry out their role in a positive working environment
- Access to the latest technology to assist them in developing their teaching and learning
- The opportunity to gain and develop a broad set of skills
- Competitive salaries, based on skills and experience
- The chance to be part of a pioneering team, creating a fantastic school to serve its local community

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. Although currently in temporary accommodation, the school is moving to a purpose-built, brand new school, designed to our specification in August 2018.



Job description

Job Title: Cover Supervisor
Reports to: Deputy Headteacher - Curriculum
Salary Range: Academy Trust Scale, dependent on skills and experience (minimum £18,100)

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 Deputy Headteacher in arranging the lesson and duty cover to ensure the effective day-to-day running of the school
- Manage 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 & 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 £18,100 per annum. This is based on daily working hours of 7.30am until 4.30pm, working term time only.

Person specification

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

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

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
- By post to: The Reach Free School,
Unit 3,
Wolsey Business Park,
Tolpits Lane,
Rickmansworth,
Hertfordshire,
WD18 9BL

Once your application has been received it will be acknowledged 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 224764 or via email at 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 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 Headteacher. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.