



**THE REACH FREE
SCHOOL**

Cover Supervisor

Candidate Pack

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

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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 celebrated our tenth anniversary in 2023. 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 and their strengths, goals, and passions. Everywhere you turn in this school, pupils and staff work together to achieve the very best. We have used the last twelve months to reflect on everything achieved in the previous ten years and look forward to what the future holds for the school.



We continue building on the strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to develop, which is important for us as we enter the next chapter in the school's history.

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 are passionate about contributing to 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-year-old school in Rickmansworth that serves pupils of all backgrounds and abilities. Opened in September 2013, it 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 involved in the school's wider responsibilities, developing leadership and decision-making skills, communication and collaboration and independent, self-led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School, and our pupils recognise their responsibilities as members of the community. This underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum are 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 so that they can 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 have reverted 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. Reach Beyond helps to develop our pupils as creative, confident and proactive individuals. At Sixth Form, we have a Reach Out programme for students as they prepare for life beyond school.

Technology Rich – All pupils are provided with a school device, and teachers are encouraged to use the latest technology to teach creatively.

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 will offer you:

- 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
- Access to the Teachers' Pension Scheme
- A staff committee that organises various social events
- A comprehensive employee assistance programme
- A £500 new employee referral scheme
- Free Parking
- A BUPA cash plan to contribute to medical care
- A Cycle to Work Salary Sacrifice Scheme
- An Electric Car Salary Sacrifice Scheme for eligible employees
- Up to five days paid leave in compassionate, emergency or exceptional circumstances. For example, our staff can see their children perform in assemblies or shows.
- A network of outstanding practitioners to collaborate with and learn from, both in school and across the Watford Partnership for Teacher Training
- A comprehensive professional development programme together with opportunities to further develop your career





Job description

Job Title:	Cover Supervisor
Reports to:	Cover Manager
Hours:	Part Time/ Full time (Full time hours are Monday 8.15am - 4.00pm, Tuesday - Friday 8.15am - 3.15pm)
Salary Range:	Academy Trust Scale, dependent on skills and experience (the minimum starting salary is £22,534)

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

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

The Cover Supervisor at The Reach Free School will also:

- 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

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 is 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 £22,534 per annum. This is based on daily working hours of 8.15am until 4.00pm on Mondays and 8.15am to 3.15pm Tuesdays to Fridays, 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 Keri McKay, HR Officer, kmckay@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 kmckay@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.

