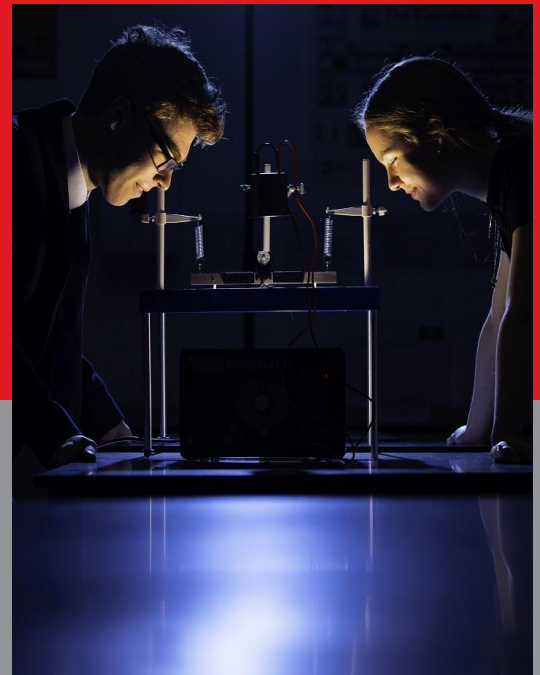




JOIN OUR TEAM

‘Staff are immensely proud to work at this school. They feel valued and supported. Staff, parents and pupils typically describe the school as “a wonderful community”.’

Ofsted, March 2025 (Outstanding)



Recruitment pack



COVER SUPERVISOR

POSITION:	Cover Supervisor
TYPE:	Support
HOURS:	21 hours per week (38 weeks per year – term time plus inset days)
TIME:	8.20am – 3.50pm Tuesday to Thursday (<i>flexibility with the days of the week</i>)
CONTRACT:	Part time, permanent
GRADE:	Range 3 (ISN 16 – 20)
PAY:	£29,114 - £31,230 FTE / £13,664- £14,657 pro rata
START DATE:	1 September 2026

An exciting opportunity has arisen for an individual to join our team of cover supervisors in this outstanding school. You will provide lesson cover across the school, as required. There may be an opportunity for project work to fit around the needs of the lesson cover requirements. Experience of working in a school environment is preferred but not essential. Training and support will be provided.

BENEFITS OF WORKING AT CHESHAM GRAMMAR SCHOOL:

Chesham Grammar School is one of the largest employers in the town of Chesham. We know that our staff are our most important resource and we try to do all we can to look after them. Our vision is for everyone at CGS to enjoy, achieve and belong. This applies to staff as much as to our students.

- A strong commitment to ensuring staff workload is manageable and to staff wellbeing
- High staff retention
- Staff social events
- London Fringe Allowance
- Long service awards
- Preferential admission for qualified children of school staff
- Access to the generous Local Government Pension Scheme (LGPS)
- A comprehensive induction programme for new staff
- Strong commitment to ongoing staff CPD, including support for NPQs
- Free on-site parking
- Cycle to work scheme
- Subsidised gym membership at Chesham Leisure Centre (next door to the school)

APPLICATIONS Please complete the application process through the mynewterm portal ([Chesham Grammar School, White Hill, Chesham | Teaching Jobs & Education Jobs | MyNewTerm](#))

CLOSING DATE FOR APPLICATIONS: Monday 22 June 2026 at 10am

INTERVIEWS: Thursday 25 June 2026

We reserve the right to interview and appoint on application. We recommend an early application to avoid disappointment. We reserve the right to withdraw this role if circumstances change.

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service

Our commitment to Equality, Diversity and Inclusion

At Chesham Grammar School, our vision is for everyone to enjoy, achieve and belong. Our commitment to equality, diversity and inclusion is one way in which we seek to fulfill this for everyone in our diverse and vibrant school community



CHESHAM GRAMMAR SCHOOL

June 2026

Dear colleague,

Thank you for your interest in Chesham Grammar School and in this post. Choosing the right place to work is an important decision for anyone and I hope this letter gives you a genuine sense of who we are and why so many colleagues find CGS so rewarding.

Chesham Grammar School is a co-educational, selective school with over 1,320 students on roll, including more than 400 in the Sixth Form. We are a large school, but one characterised by strong relationships, a clear moral purpose and a warmth that many visitors quickly notice and remark upon.

Our vision is for everyone at CGS to enjoy, achieve and belong and this applies as much to staff as it does to students. At Chesham Grammar School, we see every member of staff — teaching and support — as an integral part of the same team, working together towards a shared purpose. The contribution of support staff is highly valued and essential to the day-to-day success of the school. Our values of aspiration, kindness and respect are not simply words; they shape how we lead, how we work together and how students and staff treat one another day to day. In short, they underpin everything we do.

Our most recent Ofsted inspection in March 2025 once again judged the school as ‘outstanding’ in all areas. Inspectors quickly identified how happy the school is and commented not only on the high standards, strong relationships and quality of pastoral care, but also on how proud staff and students are to belong to CGS, describing it as a “wonderful community”. While we were delighted with the outcome, it remains our firm belief that ‘outstanding does not mean perfect’. We are reflective, forward-thinking and continually seeking ways to make CGS an even better place to study or to work.

Pastoral care is a clear strength of the school. Our vertical tutoring system, organised through a well-established House structure, ensures that students are well known and well supported. This fosters the building of strong relationships as well as a real sense of belonging and pride. A good number of our support staff act as tutors, which benefits both students and staff.

Both *Ofsted* and the *Good Schools Guide* highlight the positive rapport between staff and students as a distinctive feature of the school along with the calm, purposeful atmosphere in classrooms, where high standards are combined with warmth, humour and students enjoy their learning. We are unapologetically ambitious — for outcomes, for character and for life chances — but we also know that sustained excellence is only achieved when staff feel valued, trusted and supported.



Annmarie McNaney
Headteacher

Our staff are our greatest strength. We invest in professional development and we strive to create an environment where colleagues can do their very best work without losing sight of why they came into education in the first place. Workload is taken seriously, wellbeing is more than a slogan and professional dialogue is honest, respectful and focused on impact. Overall, Chesham Grammar School is a vibrant, rewarding and fulfilling place to work – one where people feel valued, trusted and proud to belong.

When making appointments, I am first and foremost seeking colleagues who share the values and ethos of the school. Experience, qualifications and potential matter, but so too does alignment with the way in which we do things here. For some of our support staff, this will be their first experience of working within a school environment. Schools are special places and we believe that CGS offers an intellectually stimulating and professionally rewarding working environment. There is a commitment to professional development for staff at all levels.

I hope this letter has given you a clear sense of our ethos and culture and the opportunities available at CGS. Should you decide to apply and be invited to interview, I very much look forward to meeting you.

Yours sincerely,

A handwritten signature in black ink, reading "Annmarie McNaney". The signature is written in a cursive style with a large, stylized initial 'A'.

Annmarie McNaney
Headteacher

CGS FACTS

1947

School Founded

186

Teaching days per year

1332

Number of students

408

Number of sixth form students

57%

2024 A level A- A grades*

85%

2024 A level A- B grades*

44%

2024 GCSE 8-9 grades

67%

2024 GCSE 7-9 grades



Annual Celebration of Sport Award

19

RESIDENTIAL TRIPS

11

DIFFERENT COUNTRIES

36

Number of staff who have worked at Chesham Grammar School for over 10 years.





CHESHAM
GRAMMAR
SCHOOL

COVER SUPERVISOR

RESPONSIBLE TO:	Assistant Headteacher
GRADE:	Range 3
HOURS:	21 hours per week (38 weeks per year) Term time plus inset days
TIME:	8.20am – 3.50pm Tuesday to Thursday (<i>flexibility with the days of the week</i>)
CONTRACT TYPE:	Part time, permanent
START DATE:	1 September 2026

PURPOSE

1. To provide cover for lessons when teaching staff are absent
2. To provide administrative assistance and support to departments and curriculum areas where possible
3. To provide ad hoc support as requested by the line manager

MAIN DUTIES AND RESPONSIBILITIES

1. To supervise classes with work set by the teacher in accordance with school/departmental policy
2. Manage the behaviour of students in lessons whilst creating a positive learning environment
3. Register class attendance on Bromcom in accordance with the school's policy
4. Collect and return any work requested by the teacher
5. Respond to student queries/questions about the work to facilitate the learning
6. Act as a Co-Tutor in our vertical tutoring system
7. To provide administrative assistance and support to department areas (eg creating display boards) when not covering lessons
8. To provide ad hoc duties as requested by the line manager commensurate to the level of the role during periods when cover is light

GENERAL SCHOOL RESPONSIBILITIES

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school

- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- To undertake training and development relevant to the post

PERSON SPECIFICATION	Essential	Desirable
EDUCATION AND QUALIFICATIONS		
Maths and English to at least GCSE Grade C or equivalent	✓	
Degree qualification		✓
Teaching qualification		✓
EXPERIENCE		
Experience of working within a school environment	✓	
Experience for working in a similar role		✓
IT competency	✓	
Experience of working with young people	✓	
Experience of an education MIS system		✓
PERSONAL SKILLS AND QUALITIES		
The ability to work as part of a team	✓	
The ability to work independently and use initiative	✓	
Excellent communication skills (oral and written)	✓	
Excellent interpersonal skills	✓	
High attention to detail and a high level of accuracy	✓	
Willing to be flexible and adaptable	✓	
Working to tight deadlines	✓	
Willing to undertake training relevant to the role	✓	
Good sense of humour		✓



HOW TO APPLY

To apply for this post, please complete an application form in full on the mynewterm portal. <https://mynewterm.com/school/Chesham-Grammar-School/137091>

SHORTLISTING

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

INTERVIEW

Shortlisted candidates will be invited to interview. The Interview will consist of a panel interview (including a member of the senior team), lesson observation/administrative task and tour of the school. Some roles may have a student and staff panel interview and a written task. Selected candidates may be interviewed by the Headteacher or other members of the management team.

