



Cover Supervisor

Candidate Pack

Opportunity through community

Dear candidate,

Thank you for expressing an interest in this position. Based in Rickmansworth, The Reach Free School is an 11–18 school that serves pupils of all backgrounds and abilities. It opened in September 2013, founded by teachers and local parents, and continues to go from strength to strength.

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 our pupils and what makes them the individuals they are. Everywhere you turn in this school, pupils and staff work together to achieve the very best.

Our GCSE and A Level results are strong; we have a positive local reputation, and we remain innovative in our approach. All of this ensures that future generations of young people have access to an excellent, non-selective school right in the heart of their community.

Everyone involved in the school wants the very best for our pupils, and we have incredibly high expectations for their learning behaviour, how they conduct themselves, and the contribution they bring to the school. We expect all pupils to:

- Commit their best efforts to all that they do
- Work with their teachers to exceed their goals
- Support each other to achieve their potential
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The 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.

Ofsted inspected the school in October 2024 and confirmed that effective action had been taken to maintain the standards identified at the previous inspection. As such, the school has elements that are outstanding and others that are firmly good. Attracting the very best staff is the most effective way to continue our development, which is important for us as we move through the school's second decade.

If you are passionate about contributing to the continued development of our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher



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 offers a close-knit environment and 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 October 2024, Ofsted inspected the school, confirming that effective action had been taken to maintain the standards identified at the previous inspection. Here, the school received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. Many of the strengths identified in 2019 remain in place, including "Pupils' experiences at this school are exceptional" and "pupils' behaviour is exemplary".

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, including 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 develop our pupils into creative, confident, and proactive individuals. In Sixth Form, we run a Reach Out programme to help students 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 our staff to:

- Approach their role with enthusiasm and dedication
- Be committed to securing the best outcomes for the school
- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Offer enrichment and extra-curricular experiences
- Be well organised and have excellent communication skills
- 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
- A staff committee that organises various social events
- A comprehensive employee assistance programme
- A £500 new employee referral scheme
- Free parking
- A Cycle to Work Salary Sacrifice Scheme
- 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:	8.15am to 3.15pm, Monday to Friday (Term Time Only)
Salary Range:	Academy Trust Scale based on skills and experience (starting salary £20,154 up to £29,129 pro rata)
Start Date:	January 2027

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 educational 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 a 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

All staff are encouraged to contribute their skills, ideas, and enthusiasm for the benefit of the whole school community. They should be prepared to take on responsibilities beyond their core duties and support efforts to promote the school, such as open evenings and community events. All staff agree to undergo an enhanced DBS check.

Job context

The 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 is responsible for ensuring consistent lessons for all pupils and is supported in that role by their line manager.

The Academy Trust will endeavour to make any necessary and reasonable adjustments to the job and working environment to enable disabled applicants to access employment opportunities or to support the continued employment of 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 be changed after discussion with the employee.

Salary

The Reach Free School operates its own pay scale, which currently exceeds those used by other schools in the fringe area. The salary range for this position is between £23,255 and £33,482 FTE and will be determined by the candidate's experience, skills, and suitability. This is based on daily working hours of 8.15am to 3.15pm, during term time only.

Person specification

	Essential	Desirable
Qualifications and Training	• GCSE Maths and English (grade A*-C / 9-4) or equivalent • Education to A-Level • Right to work in the UK	• Education to degree level • Experience of working within a school environment • Qualifications/interests relevant to extra-curricular activities
Personal Characteristics	• 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	• An interest or hobby which benefits the extra-curricular offer at the school

	Essential	Desirable
Skills and Abilities	• Ability to motivate, inspire and support all pupils to achieve and succeed • Ability to reflect and develop your practice for the benefit of all learners • Ability to work collaboratively • Able to communicate effectively with a wide range of audiences • Commitment to The Reach Free School's core values of achievement, community, and enjoyment (ACE) • Confident use of technology	• Training in child protection • Training in first aid
Other qualities	• 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	

How to apply

Submit completed application forms, along with recruitment monitoring forms, via My New Term. Once we receive your application, we will acknowledge it by email.

In line with Safer Recruitment guidelines, we will not accept CVs.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email to Mrs Keri McKay, HR Officer, kmckay@reachfree.co.uk.

Safer Recruitment

The Reach Free School is dedicated to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. To ensure we fulfil this responsibility, all candidates will undergo a thorough selection process designed to deter and identify unsuitable applicants. Details of this process are outlined below. Should you require further information, please do not hesitate to contact the school.

Disclosure

This role involves significant access to children, and any appointment will be subject to an enhanced Disclosure and Barring Service (DBS) check for previous criminal convictions. Candidates must disclose any convictions, cautions, or bind-overs, including 'spent convictions' as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), prior to appointment. Failure to disclose relevant information may result in termination of employment. However, a

criminal background will not automatically exclude individuals from employment; each case will be considered based on the nature and timing of the offence(s).

Online searches

In accordance with Keeping Children Safe in Education (KCSIE) guidance, the school will conduct online searches on shortlisted candidates as part of the suitability assessment process. The school will also carry out relevant prohibition-from-teaching checks where applicable to ensure candidate suitability to work within an educational setting



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