



*Saint Joseph's*  
CATHOLIC SCHOOL

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# Cover Supervisor

Start date: ASAP – Term Time, Permanent

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CANDIDATE INFORMATION



## Welcome from the Headteacher

Dear Candidate,

The Governors and I welcome your interest in the position of Cover Supervisor at St Joseph's Catholic School. This is an exciting opportunity to join our dedicated team at a happy and successful school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our good reputation within the community, following year-on-year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents. Since 2016, the school has seen an increase in pupil numbers of 31%.

Following an extremely pleasing Ofsted inspection in January 2018, we have a clear focus on the areas we need to improve. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

New staff joining the school will be welcomed by a warm, supportive environment, along with excellent professional opportunities to expand your personal growth.

If you believe that this is a challenge that you would like to be a part of, I would invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

**Mrs R. Ridley**  
Headteacher

## Key Information

Post:	<b>Cover Supervisor</b>
Salary Range:	<b>Grade F, £12.02 per hour (pay award pending)</b>
Responsible To:	<b>Deputy Headteacher</b>
Hours:	<b>32.5 hours per week (Mondays to Fridays, 8.35am–3.35pm, term time only)</b>

## Dates

Application Deadline:	<b>Friday 24<sup>th</sup> November 2023</b>
Interviews:	<b>Week commencing 27<sup>th</sup> November 2023</b>
Start Date:	<b>ASAP</b>

“Thank you for your support and leadership throughout my time at St Joseph’s. I am very grateful for the high standards you set and feel confident to further my career, but St Joseph’s will always hold a special place for me.”



# Responsibilities & Key Tasks for Cover Supervisor

## Areas of Responsibility and Key Tasks:

Within schools, someone in charge of a class in the absence of the regular teacher is said to be 'covering' the lesson. The Cover Supervisor will oversee students in the absence of their normal teacher, passing on to them work that has been left for them, and ensuring that they work quietly and effectively throughout the lesson. Cover supervisors are not qualified teachers. No special academic qualifications are required although sound Literacy & Numeracy skills, good inter-personal skills, and enthusiasm for working with young people are essential.

The key purpose of the job is to facilitate high quality learning within the classroom in the absence of the regular teacher.

All members of the St Joseph's School support staff are expected to contribute to the life of the school over and above the duties particular to their role. There are many different teams of support staff and within each team there will be relevant core expectations. The range of relevant core tasks are outlined below.

## Main Duties:

- Cover lessons for absent teachers as required.
- To facilitate and encourage learning which helps all pupils achieve their potential.
- To work with colleagues to support high standards of behaviour and attainment.
- To implement school policies and procedures.
- Receive instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or by another qualified teacher.
- Ensure that the resources specified are available.
- Arrive promptly at the classroom.
- Ensure that the pupils are properly dressed in uniform and have the correct equipment.
- Take the register.

When not required to cover lessons, supervisors will be deployed to provide general assistance, for example to:

- Supervise groups of pupils working outside their normal classroom
- Support individuals or groups with particular learning needs (via SENCO)
- Undertake exam invigilation as required
- Provide help to teachers or support staff, (wherever possible making use of the skills that the cover supervisor is able to bring to the job, for example library skills, display skills etc)
- Outside normal lesson times cover supervisors will provide cover in the event of absence for a range of other professional duties normally undertaken by teachers. These may include registration, supervision of students at the start and end of the day and during breaks and lunchtime, supervision of detentions etc
- Providing cover in the school's Pastoral room/Reception
- Break/lunchtime supervision
- Assisting at school events
- Involvement in school clubs and extracurricular activities



- Assisting during tutor periods and with class registration
- Minibus driving

Individual staff could, after appropriate training, become involved in pupil focussed work, including:

- Mentoring individual pupils for academic/social progress
- Counselling

**We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.



“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

“You really have been a wonderful lot to work with. You are so patient and kind which really makes a difference. I will miss the banter over the phone and in the corridors which has made it a joy coming to work. You are all part of an amazing team and the students at this school are very lucky to have you.”





## Person Specification for Cover Supervisor

Criteria	Essential	Desirable	Identified By
<b>Qualifications</b>			
GCSEs at C and above	✓		Application Form
A Levels at C and above		✓	Application Form
<b>Professional Development</b>			
Willing to complete appropriate training	✓		Application Form
A desire to become a qualified teacher		✓	Application Form
<b>Experience</b>			
Previous job working with children	✓		Application Form
<b>Knowledge and Skills</b>			
An understanding of schools and the education system	✓		Interview
<b>Commitments</b>			
Sympathetic to Catholic values	✓		Interview
Professional and positive working relationships with staff/pupils	✓		Interview
A strong desire to support the school to become an Outstanding community in all areas	✓		Interview
An understanding of the school's priorities in line with the Development Plan and Self-Evaluation process		✓	Interview
<b>Personal Qualities</b>			
Energy and ambition	✓		Interview
Ability to work under pressure	✓		Interview
Sense of humour and positive outlook	✓		Interview
Good health and attendance	✓		Interview
Good organisation	✓		Interview



# About St Joseph's Catholic School

## ***"Excellence for the sake of the Gospel"***

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

## Our School Ethos

**St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting, and caring school where our Catholic ethos is at the heart of everything we do.**

Our values and ethos permeate everyday life as a community, each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities, and we are very proud of our successes and our outstanding reputation within the local community.

## Overview of the School

**Our school encourages and guides each of its pupils to develop their own unique gifts and talents.**

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills, and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience, and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve, and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.







## Academic Success

**Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils.**

We have received local and national recognition for our GCSE results which places our school as one of the top-performing smaller educational establishments in the country.



## Staff Welfare & Career Professional Learning

**As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.**

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



## Safeguarding & Child Protection

**The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school will conduct online searches through Google for all shortlisted applicants. All new staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



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Thank you for your interest –  
we look forward to hearing  
from you soon.

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St Joseph's Catholic School  
Church Road  
Laverstock  
Salisbury  
Wiltshire  
SP1 1QY

Tel: 01722 335 380  
[admin@sjcs.org.uk](mailto:admin@sjcs.org.uk)  
[www.sjcs.org.uk](http://www.sjcs.org.uk)