



GREYFRIARS
CATHOLIC SCHOOL

Cover Supervisor



Dear Applicant

Thank you for your interest in the role of Cover Supervisor at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) within the Archdiocese of Birmingham.

We invite you to become an integral part of our school community, making a meaningful difference to the lives of the young people we serve.



At Greyfriars, we believe deeply in the potential of every student and are committed to fostering a culture of high aspiration and high achievement. We are a vibrant and improving school, rooted in our Catholic values, which provide strength, purpose and direction for all members of our community. This is an exciting time to join us as we continue to strengthen our curriculum, systems and routines, ensuring the very best experience for our students.

We are seeking to appoint a confident, organised and professional Cover Supervisor who can provide high-quality classroom supervision in the absence of teaching staff. The successful candidate will deliver pre-prepared lessons across a range of subjects, maintaining a calm, purposeful and disruption-free learning environment. Strong communication skills, presence and the ability to build positive, professional relationships with students are essential.

This role is particularly well suited to graduates or individuals considering a future career in teaching. At Greyfriars, we are committed to developing our staff and can offer clear pathways into teaching, including support towards Assessment Only Route (AOR) for QTS, subject to eligibility. The role provides valuable experience in classroom practice, behaviour management and working within a high-expectations school environment. As part of our team, you will benefit from a strong culture of professional development and the opportunity to grow within a supportive and ambitious school. We are proud to invest in our staff and to support career progression for those who demonstrate commitment and potential.

Our vision at Greyfriars is that we are a Catholic school that champions each and every student so they can flourish individually and collectively. We champion students through excellent teaching, clear routines and high expectations, alongside care and guidance when needed. We believe that working hard and being kind enables students to feel both personally and academically successful.

In this role, you will play a key part in ensuring that learning continues seamlessly and that students remain engaged, supported and successful.

Please do not hesitate to contact us to seek further information. Greyfriars School website <https://www.greyfriarsoxford.org.uk/> will also provide further information on the school. I will be delighted to show you around our wonderful school and discuss this role in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

Application Details

We hope you are interested in this exciting opportunity and would like to submit an application.

To apply for the post of Cover Supervisor please -

- Fully complete the application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager, Sophie Upellini, s.upellini@gfcs.uk Tel: **01865 749933**

Application submission: 5pm 29 September 2026

Interview date: TBC

Job start: ASAP

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview: we are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practice

Overview of Pope Francis MAC

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

JOB DESCRIPTION FOR COVER SUPERVISOR

Grade:	Grade 6 – Point 8 to 13, £27710 to £30024 FTE Actual Salary on Point 8 £20305 Hours: 32.5 hours per week
Work Pattern:	8.30am – 3.30pm Monday – Friday Term Time ONLY - Plus 3 Inset Days
Contract Type:	Permanent
Disclosure Level:	Enhanced DBS

Purpose

To provide high-quality classroom supervision in the absence of teaching staff, ensuring that learning continues in a calm, purposeful and disruption-free environment.

The Cover Supervisor will play a key role in maintaining the school's high expectations for behaviour, engagement and achievement. By delivering pre-planned lessons, supporting students in their learning and promoting positive relationships, the postholder will contribute directly to the progress, wellbeing and success of students.

In addition, the role will support wider school priorities through in-class support, exam invigilation, curriculum enrichment, supervision and administrative duties.

Key responsibilities and Duties

Cover for Teacher Absence

- Supervise whole classes during the short-term absence of teachers, ensuring that students remain engaged in pre-set work.
- Deliver clear instructions at the start of lessons and ensure purposeful closure, maintaining high expectations throughout.
- Take responsibility for the effective management of behaviour, using the school's systems and routines consistently.
- Promote a calm, orderly environment where students can focus and work independently.
- Register students accurately using the school's electronic systems.
- Respond appropriately to student questions, supporting learning where possible while maintaining the integrity of the lesson.
- Ensure that all students remain on task and complete the work set.
- Collect and return completed work to the appropriate teacher.
- Deal with any immediate issues or emergencies in line with school policies and procedures.
- Provide clear and accurate feedback to teaching staff on student engagement, behaviour and any issues arising.

In-Class Support

- When not required for cover, provide in-class support as directed by teaching staff.

- Support individual students or small groups to access learning and remain engaged.
- Contribute to an inclusive classroom environment where all students can succeed.

Curriculum and Administrative Support

- Provide support for curriculum delivery and enrichment activities as directed by Heads of Faculty or senior leaders.
- Assist with the preparation of resources and administrative tasks that support teaching and learning.
- Contribute to the smooth running of the school through flexible and proactive support.

Maintaining a Positive Learning Environment

- Uphold and reinforce the school's expectations for behaviour, routines and conduct at all times.
- Promote self-regulation, independence and resilience in students.
- Use consistent language and approaches to ensure that behaviour is managed effectively and fairly.
- Build positive, professional relationships with students, supporting them to meet high expectations.

Supervision and Wider School Responsibilities

- Supervise students during break, lunchtime and at the end of the school day as part of a rota.
- Maintain a visible presence around the school, supporting a safe and positive environment.
- Assist with the supervision of students on educational visits where appropriate.
- Contribute to maintaining high standards of display and presentation in designated areas.

Examination Invigilation

- Support the smooth running of internal and external examinations by acting as an invigilator.
- Ensure that examinations are conducted in accordance with exam board regulations and school procedures.

Professional Responsibilities

- Participate in training and professional development opportunities provided by the school.
- Develop skills in behaviour management, classroom practice and working with young people.
- Work collaboratively with colleagues to support the school's ethos and priorities.
- Carry out any other reasonable duties appropriate to the role as directed by the Headteacher or line manager.

Continuing Professional Development

- Attend training provided by the school

Person Specification

Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could contribute to this school.

Relevant experience

- Experience working in a school environment
- Ability to present information to a variety of audiences
- Evidence of work with children/young people and involvement with parents

Education and training

- Good general standard of education
- Good communication skills written and oral

Special knowledge and skills

- Computer literate
- Ability to find solutions to complex problems
- Understanding of issues affecting young people

Interpersonal skills

- Ability to relate to teachers, other professionals, families and students
- Good listening skills
- Ability to work as a member of a team, be solution-focused and work on own initiative

Other

- Ability to relate to and promote the ethos of the school
- Willingness to undertake training as required
- Optimistic outlook that recognises the complexity of working in schools but the joy that is at the centre of such important work

How this is identified

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

References

- Positive recommendation in at least two professional references

School Ethos

In addition to the specific responsibilities of this post, every member of staff at the Greyfriars Catholic School will commit to:

- Promoting courteous and respectful relationships with students at all times

- Using their influence with other staff and students to promote high standards of behaviour and order within the school
- Working to maintain the School at the forefront of educational practice
- To support the Catholic ethos of the PFMAC.
- To play a full part in the PPMAC's school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the MAC in meeting its legal requirements for worship
- To continue personal development as agreed

Notes

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Greyfriars Catholic School). It is not intended to be a comprehensive listing of every task that a SGTG employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

- 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 and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Name:	
Employee Signature:	Date:
Line Manager Signature:	
Employee Signature:	Date:



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