



**St Teresa  
of Calcutta**  
MULTI ACADEMY COMPANY

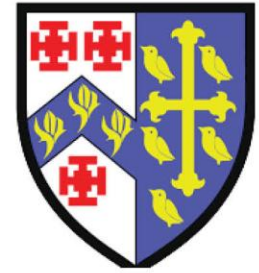
# Archbishop Isley Catholic School

*Let your light shine*



## Recruitment Pack

# JOB DESCRIPTION



**Post:** Cover Supervisor  
**Reports to:** Designated Member of SLT  
**Start Date:** September 2026

## Job Purpose

To uphold the Catholic Life and Mission of the school.  
To teach cover lessons.  
To uphold and promote the school's behaviour management policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the principal to reflect or anticipate changes in the job commensurate within the grade and job title.

## Key Responsibilities

### General Duties

- To provide stability and continuity for pupils whose lessons are affected through short term teaching staff absence.
- To provide support to teaching staff and pupils.
- To support the Catholic ethos of the school.

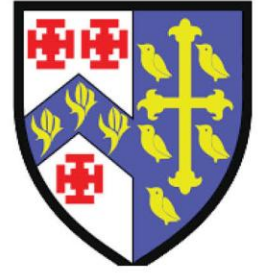
### Specific Duties

- To create a purposeful and orderly environment in which pupils can complete work set by the classroom teacher.
- To collate a bank of supervision work at KS3 and KS4 in liaison with relevant Head of Department.
- To support the school with administration duties when not required to cover during the working day.
- To undertake training in classroom management on appointment and update as appropriate.
- To make use of the school Code of Behaviour and rewards system.
- To be support in lunchtime supervision
- To invigilate internal and external exams when required.
- To accompany visits and field trips as required.

### Professional Standards

- Support the aims of the school to promote a 'learning community'.
- Treat all members of the community, colleagues and pupils, with respect and consideration.

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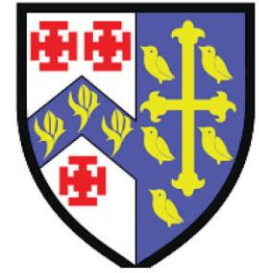


- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities.)
- Support the ethos of the school by upholding the behaviour code, uniform regulations, etc.
- Take responsibility for their own professional development and participate in staff training when provided.
- Reflect on their own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school.
- Participate in the management of the school by attending various team and staff meetings.
- Undertake duties as prescribed within school policies.
- Ensure that all deadlines are met as published in the school calendar.

### General Requirements

- To fully support the Catholic ethos of the school.
- Attending and participating in training and development activities as required.
- Engaging actively in appraisal and Professional Development.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements.
- Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Building and maintaining successful relationships with students, parents/carers and staff.
- Undertake additional duties and responsibilities commensurate to the role, as directed by the Principal and senior staff.

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## Person Specification

Criteria	Essential	How identified
1. Education and Qualifications	<p>A. GCSE or equivalent including Maths and English at Grade C or better.</p> <p>B. GCE advanced level or equivalent.</p>	<p>A. Application</p> <p>B. Application</p>
2. Relevant Experience	<p>A. Evidence of recent relevant experience and organisational ability, either in schools or elsewhere that demonstrates management.</p> <p>B. Ability to present information to a range of audiences.</p>	<p>A. Application/Supporting statement/Interview</p> <p>B. Application/Supporting statement/Interview</p>
3. Specialist knowledge	<p>A. Ability or potential to use and interpret data.</p> <p>B. Ability to find solutions to complex problems.</p>	<p>A. Supporting statement/Interview/References.</p> <p>B. Supporting statement/Interview/References</p>
4. Interpersonal skills	<p>A. Ability to relate to teachers, other professionals, parent and pupils.</p> <p>B. Ability to work as a member of a team and on own initiative.</p>	<p>A. Supporting statement/Interview/References</p> <p>B. Supporting statement/Interview/References</p>
5. Other	<p>A. Ability to support the Catholic ethos of the school.</p> <p>B. Willingness to undertake training as required.</p> <p>C. Excellent attendance and punctuality.</p>	<p>A. Supporting statement/Interview</p> <p>B. Supporting statement/Interview</p> <p>C. Supporting statement/Interview/References</p>