



Wisdom-Service-Hope

'...with God, all things are possible.' (Matthew 19:26)

St Mary's and St John's CE School

Cover Supervisor

Application deadline: 9.00am Friday 22ndth May 2026

In Partnership
with Wren
Academies
Trust



Wren
Academy



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Introduction

SMSJ has its roots as far back as 1707, when a parochial school was established at the Sunningfields Road site. Almost 300 years later, St John's Infants and St Mary's Juniors successfully amalgamated, to become a primary school. Our Nursery school then opened in April 2007. Supported by the London Diocesan Board for Schools (LDBS), the school flourished and expanded to a three form entry in the primary phase.

As a result of the success of the primary school, the LDBS in partnership with Barnet Local Authority, expanded into the secondary phase in 2014. The success of this development along with the school's popularity and subsequent over subscription, resulted in further expansion to six forms of entry in September 2017.

September 2017 saw the opening of our Stamford Raffles Campus, housing students from years 9 to 13. This includes new facilities such as our fully equipped theatre and stunning Sixth Form Centre.

SMSJ values its long-standing service to the community. Our strong foundation has enabled us to grow into the thriving, multi-faith, high-attaining school we are today, providing excellence in teaching and learning for the children of Hendon and beyond. We welcome young people of all faiths and backgrounds into our close-knit school community.

Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren School Enfield, a new 11-18 secondary school. The development of a second School has led to further collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The trust continued to expand with the inclusion of St Mary's and St John's, who joined the Trust in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression.

Gavin Smith, CEO

Welcome from the Secondary Co-Principals

Thank you for your interest in this post at SMSJ. We are a supportive and wonderful team looking for someone passionate and enthusiastic to join us.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the School. If you wish to find out more, please contact Caroline Humphreys on 020 8202 0026 and we are happy to organise for you to visit the school, meet our wonderful team and visit the classrooms.

Finally, thank you for taking on the demanding and time-consuming task of preparing your application for this role. We look forward to meeting you if you are selected for interview.

Ms Hannah Mason & Ms Alice Thomas
Co-Principals Secondary



Vision and Ethos

Our Christian vision is drawn from Matthew's gospel which proclaims the Kingdom of God. Jesus teaches his disciples about choice, commitment and Christian hope for transformational change. His wisdom guides us to acknowledge that wealth is not material but that true wealth is gained from working collaboratively for the common good.

A fundamental component of our lives at SMSJ is a confident reassurance that all things are possible. We believe that healing, repair, repentance, forgiveness and reconciliation are always possible. We embrace innovation and transformation with the conviction that with Christ, every day, every task, every situation, every relationship brims with divine possibility. God is always at work in our lives.

We trust in the loving purposes of God: trusting that the foundations of the world are good because they spring from God. Our hope is rooted in the love and faithfulness of God. We strive to equip our students with an awareness of the true value of things together with an understanding of the consequences of our thoughts, words and actions. Christ's sacrificial life and his teaching about love and humility may appear foolish by the world's standards but, in reality, it expresses the Wisdom of God.

We use the Parable of the Good Samaritan as a lens which helps us to further explore the themes of compassion, sacrifice and love and to learn more about the Christian values of wisdom, service and hope.

SMSJ exists to enhance the future life chances and opportunities of our students, whatever their faith or starting point, by providing a centre of educational excellence at the heart of our community. Through hard work, resilience, perseverance and a commitment to our learning, we will create a hope-filled future. Our children will be equipped with the ambition, qualities, qualifications and values necessary to meet the challenges of an ever-changing world, knowing that '...with God, all things are possible'.

'The school is a nurturing environment in which adults and pupils of all ages treat each other with courtesy and respect. Pupils, including those regarded as vulnerable, thrive because they know that they are valued and heard'

SIAMS Inspection Report February 2025



Academic Progress

At St Mary & St John's CE School, we are deeply committed to securing strong progress and maximising the potential of every pupil. Our students consistently achieve results above national averages, making excellent progress across the cohort and frequently exceeding expectations.

This success is underpinned by high-quality teaching, strong relationships and a shared culture of aspiration. For all staff, it reflects a supportive and purposeful environment where professional expertise has a direct and meaningful impact on student outcomes.



At the heart of the school is a powerful, future-focused curriculum designed to enhance the life chances of all learners, regardless of their starting point. Carefully planned, dynamic and responsive, the curriculum equips students with essential knowledge, intellectual confidence and well-developed character.

Teachers play an active role in shaping and refining the curriculum, drawing on subject expertise and innovation, while supporting students' moral, spiritual and personal development.

Joining St Mary & St John's means becoming part of a collaborative community committed to excellence, professional growth and preparing young people for the demands of the 21st century.

Staff Well Being

Year on year we have recruited a talented and committed staff who share the ambition of creating a uniquely successful school. Colleagues are encouraged to innovate and to develop new ways of learning and working together.

Benefits of working at SMSJ:

- Two-week October Half Term
- Consistent, whole school commitment to learning systems leading to excellent student behaviour, including silent corridors
- High quality CPD with implementation time to embed training
- Paid lunch duties
- Early finish at the end of the Autumn, Spring and Summer terms.
- Nursery wrap-around provision for staff members with children at SMSJ (in line with The School's Admissions Policy)
- Access to free counselling and employee benefits programme
- Termly staff social events and 'tea and cake Fridays'
- Car park and free off-street parking



Salary

NJC £30,266 - £31,173 (Actual) 36 Hours per Week – Term Time only

Job Description

Role Reports To:

Assistant Principal

Job Purpose:

The core purpose of a Cover Supervisor is to provide effective supervision of classes in the absence of the regular teacher, ensuring that students remain engaged in learning and that a positive, orderly, and safe classroom environment is maintained. Cover Supervisors deliver pre-prepared work, manage student behaviour in line with school policies, support students to remain focused and productive, and contribute to the smooth day-to-day operation of the school. They play a vital role in promoting continuity of learning and upholding high expectations for conduct and achievement across the school community.

Main Duties/Responsibilities:

- Deliver lessons appropriate to the age and ability of the students so as to facilitate progression in students' learning; the plans and resources for these lessons to be provided by the teacher/Head of Department
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
- Implement School policy with regard to registration, student absence, dress code, behaviour

- Enforce School rules relating to Health and Safety
- Provide advice and guidance to staff, students and others.
- In addition, Cover Supervisors are expected to carry out the following duties when providing cover for long term teacher absence
- In consultation with the Head of Department (or relevant other) and in accordance with the schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students, so as to facilitate progression in students' learning
- Facilitate the general progress and well-being of any individual student within any group of students assigned to her/him, providing guidance and advice to students on educational and social matters
- Contribute to appropriate extra-curricular provision
- Provide classroom assistance and support for individual student needs if necessary.



Support for the School

- To undertake break duties.
- To attend staff training as appropriate
- To work within SMSJ policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage SMSJ's ethos and its objectives, policies and procedures
- To uphold SMSJ's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Co-Principals
- Such other duties as reasonably correspond to the general character of the post and its level of responsibility.

Promotion of Corporate Values

- To ensure that our stakeholders are supported to the agreed standards according to the school's Christian values
- To ensure that a high level of confidentiality is maintained in all aspects of work
- To uphold and actively support the School's policies and procedures on the safeguarding of young people

This Job Description is current at the date shown but, in consultation with you, may be changed by the Co-Principals, to reflect or anticipate changes in the job commensurate with the salary and job title.



Person Specification

Professional Skills and Experience

1. Possess experience of working in a secondary school environment, preferably in a similar role.
2. Be skilled in managing and developing productive working relationships with young people.
3. Possess excellent organisational and administrative skills.
4. Show evidence of continuing professional development.
5. Be able to demonstrate an understanding of secondary schools' systems.
6. Be skilled in the use of ICT and preferably have experience of school-based information technology systems.
7. Demonstrate experience in setting up and operating effective management systems.
8. Show the capacity to be a fast and adaptable learner.

People, Relationships and Communications

1. Be committed to maintaining the distinctive and inclusive Christian ethos of the School.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole School team which seeks and develops a variety of opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.

6. Possess good written and verbal communication skills.

7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.

8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.



How to Apply

Application deadline

Completed application forms must be received by **9.00am Friday 22nd May 2026** but applications will be considered as they are received.

Completing your application

Please complete your application on My New Term - CVs will not be accepted.

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

If you have any questions please email recruitment@smsj.london.

Selection process

The selection process may include a combination of tasks and an interview. Further details will be provided to the candidates shortlisted for interview.

References

Please do not include contact details for referees without their prior agreement.

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Equality, Diversity and Inclusion

The school is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this 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 (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply.