

**Thank you for your interest in the
Faculty Support position
and your interest in joining the
Archbishop Ilsley family**



Proud to be part of the St Teresa of Calcutta Multi Academy Company



Welcome from our Head Teacher



Thank you for your interest in joining Archbishop Ilsley Catholic School.

The ethos of Ilsley is quite simple. As a Catholic school, we want pupils to “let (their) light shine.” We want pupils to believe in themselves and strive to fulfil their vocation, whatever that may be. Pupils are polite and friendly and a real joy to work with. They are the main benefit to working at Ilsley and this was our reflected in our recent CSI inspection. The findings of which you can find on our website under ‘Key Information’.

We have great facilities: as well as a spacious staffroom (we have briefing twice a week in there), we have a well-stocked library, a sports hall, gym, fitness suite, astroturf and a muga, as well as a swimming pool. The building is well maintained by our excellent site staff.

I hope you find this application pack informative and useful. If you read our schools newsletter, entitled ‘The ABI Update’ (which you can find under ‘communication’ on our website) or the posts from our Twitter account @ABIllsey, you will also get a flavour of what day-to-day life is like at Ilsley.

I also recommend you come to visit the school. Simply email recruitment@ilsley.bham.sch.uk and Katherine Duffy, Head of Department, would be happy to give you a tour and share her opinions about what it is like to work here. You can read more from Katherine below.

I look forward to receiving your application and meeting you in person.

Ciaran Clinton

Welcome from the Deputy Head Teacher

Dear potential candidate

It is an exciting time to join our Ilsley family as a key member of our staff cover team. At the heart of any successful school is strong relationships and routines that ensure pupils are safe, learning and flourishing. As a cover supervisor, you will be a familiar adult who knows our systems and procedures and therefore offer the consistency our pupils need.

We are a Catholic school first and foremost; this means teaching our pupils to use their gifts, talents and skills to make the world around them a more peaceful, loving and joyful place. We invite all staff to actively contribute to this shared universal mission.

I wish you every success in your application.

Peter Foley

Welcome from the Head of Religious Studies

Dear potential candidate

Welcome to the Religious Studies department at Archbishop Ilsley. The RS Team is a close knit, supportive team who work collaboratively to plan and deliver a high quality and engaging curriculum. Pupils value Religious Studies and are keen to share their beliefs, thoughts and opinions. Religious Studies is regarded highly by all members of the school community and Religious Studies is a core subject.

I hope you enjoy reading this pack and I hope to see you soon.

Katherine Duffy



Faculty Support
Salary GR3 £23,194-£29,439 (Pro Rata)
Full time (negotiable - term time only)
Permanent contract

Archbishop IIsley are looking to recruit a Faculty Support to join our high achieving RS Department and to help our teachers deliver a high quality of education to our pupils so that they can use their God given talent to succeed academically.

The role would suit someone who is either working in a school and would like a pupil facing role or someone who is thinking about becoming a teacher. The successful candidate may have recently left university; on the other hand, it may suit someone who is more experienced but is looking for a change of environment or sector. Whether you would prefer full time or part time can be discussed at interview.

We are looking for someone to cover lessons and to provide support to a faculty within Archbishop IIsley. The successful candidate would be expected to support and uphold the Catholic ethos of our school.

Archbishop IIsley is a large, oversubscribed Catholic Secondary School in Acocks Green, on the border of Hall Green and Yardley, that caters for pupils between the ages of 11 and 18. There are 210 pupils in each year and the Sixth Form is predicted to grow considerably over the next five years. OFSTED rated the school 'good' when they last visited in June 2018. Our GCSE results are strong and over 50% of last year's Year 13 received a grade B; 25% achieved an A or A*.

Closing date: Friday 24th April 2026 at 9:00am

Person specification for the role of Cover Supervisor

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>

Post Title: Cover Supervisor

Start date: spring 2026

Post 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

Reporting to: Head of RS

Working Time: Full time permanent contract (negotiable)

Salary/Grade: GR3

Disclosure Level: Enhanced

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

- a. Support the aims of the school to promote a 'learning community'.
- b. Treat all members of the community, colleagues and pupils, with respect and consideration.
- c. Treat all pupils fairly, consistently and without prejudice.
- d. Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- e. 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.)
- f. Support the ethos of the school by upholding the behaviour code, uniform regulations, etc.
- g. Take responsibility for their own professional development and participate in staff training when provided.
- h. Reflect on their own practice as well as the practices of the school with aim of improving all that we do.
- i. Read and adhere to the various policies of the school.
- j. Participate in the management of the school by attending various team and staff meetings.

- k. Undertake duties as prescribed within school policies.
- l. Ensure that all deadlines are met as published in the school calendar.
- m. Undertake professional duties that may be reasonably assigned to them by the Head Teacher (e.g. cover, etc).
- n. Be proactive and take responsibility for matters relating to health and safety.

This job description may be amended at any time in discussion between the Head Teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

Signatures:

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....(Teacher) Signed.....(Head Teacher)

Dated.....(Teacher) Dated(Head Teacher)

What staff say about working at Archbishop Ilsley Catholic School

“Staff are really friendly...really supportive... not judgmental.” Male maths teacher

“Colleagues are fantastic... very supportive.” Female maths teacher

“I love it... so glad I made the move.” Female RS teacher

“It’s lovely here... people are so kind... offering to do things for you.” Female PE teacher

“We’re a great unit... we’re a family.” Male DT teacher

“Everyone made me feel welcome.” Female member of the admin team

“Staff are phenomenal... we’re a community.” Male RS teacher

“I absolutely love it here.” Female D&T teacher

“I really like working here... staff are great.” Female member of support staff

“People are lovely... very supportive of each other. It’s not just a job.” Female maths teacher

“I love working here... I 100% feel at home.” Male Humanities teacher

“I’m not Catholic but I don’t feel excluded... we’re one big family.” Female Humanities teacher

“I feel privileged to work here.” Female TA

“There is great camaraderie... there is a buzz in the staffroom.” Female TA

“Staff are really talented and loyal and willing... people care.” Female English teacher

“We have phenomenal staff... we have the best middle leaders.” Male member of SLT

“I love this school... there are so many amazing people here... the pastoral team are amazing.” Female member of support staff

“I feel really lucky to work here.” Female PE teacher

“Ilsley is the centre of the community.” Male PE teacher

“I love this school... I love teaching here.” Male Humanities teacher

“Teachers are so open minded... they say ‘we’ll try it’.” Male TA

“Archbishop Ilsley is an extension of our own family.” Female D&T teacher

“I don’t think there is a person I would go to for help, and they would say no... it would be a ‘YES’ – without a doubt.” Female Art teacher

Staff happiness is our priority. Things that make Ilsley a special place to work

1. Fantastic, talented and welcoming staff.
2. A swimming pool! (Staff can swim between 7am and 8am Tuesday and Thursday)
3. Wednesday football after school on the astroturf (everyone welcome)
4. A welcoming and friendly staffroom
5. Secret Saints
6. Wellbeing Wednesday
7. Blue Monday treats
8. An understanding of those juggling work and family life – time off for children’s first day at school, nativities, sports day etc
9. Duke of Edinburgh – the best in Birmingham. A must for lovers of the outdoors and we’re always looking for more volunteers.
10. A caring, supportive and understanding SLT
11. No unnecessary meetings
12. A workable marking policy
13. Great extra-curricular opportunities (theatre, House of Parliament, dance competitions, Berlin, Battlefields, Global Links)
14. Whole school events for the pupils (Cultural Day; Y7 Blackwell and summer disco; Y8 Valentine’s disco; Y10 roller disco; Y11 St Patrick’s Day parade)
15. End of term celebrations

Safeguarding commitment

Archbishop Ilsey is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- Our young people have the right to be protected from harm, abuse and neglect;
- Our people have the right to experience their optimum mental and physical health;
- Every child has the right to an education and young people need to be safe and to feel safe in school;
- Young people need support that matches their individual needs, including those who may have experienced abuse;
- Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- Our young people should be encouraged to respect each other's values and support each other;
- Our young people have the right to be supported to meet their emotional, social and mental health needs as well as their educational needs. Our school will ensure clear systems and processes are in place to enable identification of these needs. Including consideration of when mental health needs may become a safeguarding need;
- Our school will contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, biphobic, transphobic and cyber bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviours.

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse and considering when mental health may become a safeguarding issue.

Please be aware, as part of our rigorous safer recruitment process, we will undertake the following pre-appointment checks if you are successful on the interview day:

- Verification of identity – including an original birth certificate;
- Eligibility to work in the UK;
- An online search;
- DBS Barred List (if a teacher, cover supervisor or pastoral lead);
- Enhanced DBS check;
- That you are not subject to a prohibition order or GTCE restriction;
- That you are not subject to a TS128 prohibition from a management position (if grade 4 or HOD or SLT);
- Qualifications (including degree certificate and A Level results);
- QTS certificate;
- Overseas check may be made if you have lived abroad;
- Two references will be requested and verified.

As a new employee, you will be expected to uphold and promote our strong safeguarding culture.