



ROMERO
CATHOLIC ACADEMY TRUST



RECRUITMENT PACK COVER SUPERVISOR

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WELCOME FROM MIKE WRIGHT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School, I hope you find the information in this recruitment pack both informative and inspiring.

As a member of our team, you will be joining a school with a clear vision for improvement and a genuine belief in the transformative power of education. You will be encouraged to bring your strengths, your creativity and your passion to your role, and you will be supported by colleagues and leaders who are committed to your professional development and wellbeing.

This is a school that believes in aspiration, inclusion and care for all of our pupils. Our staff are dedicated professionals who work collaboratively, support one another and take pride in doing the very best for our children. We place great emphasis on high-quality teaching, strong pastoral care and creating a culture where pupils feel safe, happy and motivated to succeed.

Whether you are early in your career or an experienced practitioner, OLSJ is a place where you can grow, make a real difference and be part of something meaningful.

We look forward to receiving your application.

Yours faithfully,

Mike Wright
Headteacher



WELCOME FROM MIKE ZAMMIT, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School. As a Catholic community centred on Christ, our mission is to help every young person grow in their gifts so they can love and serve God, others and themselves. Our core values - **Faith, Truth, Unity, Justice, Forgiveness and Industry** - guide our curriculum, pastoral care and relationships.

We are proud of our strong Catholic ethos, our inclusive culture and the warm sense of belonging felt by pupils and staff. The school is ambitious for every learner, and governors work closely with leaders to ensure a safe, aspirational environment where excellent teaching and personal development can flourish.

If you join us, you will become part of a committed, supportive and collaborative community. Our pupils are eager to learn, our staff are dedicated to their own growth, and our governing board is focused on providing strong strategic support and challenge.

Thank you for considering Our Lady & St John.

Yours faithfully,

Mike Zammit
Chair of Governors



JOB ADVERT

COVER SUPERVISOR

GRADE E, SCP 9 – 15 £27,254 - £30,024 FTE [£19,007 - £20,938 PRO-RATA]

TEMPORARY – FIXED TERM CONTRACT – ONE YEAR

30 HOURS PER WEEK

TERM TIME ONLY (39 WEEKS)

RESPONSIBLE TO: ASSISTANT HEADTEACHER

MAIN LOCATION: OUR LADY & ST JOHN RC HIGH SCHOOL

REQUIRED TO COMMENCE: SEPTEMBER 2026

Our Lady & St John RC High School is part of the Romero Catholic Academy Trust, a school on a strong journey of improvement and excellence.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of Our Lady & St John RC High School, are seeking to recruit a Cover Supervisor.

The successful applicant will be able to show commitment to the school's vision and Catholic ethos and will have:

- Good classroom management skills and experience of supporting KS3 and KS4 students effectively in the classroom.
- Effectively apply behaviour management policies.
- Apply understanding and knowledge of the National Curriculum and other learning strategies/programmes
- A calm and approachable manner and can work under pressure.
- Show commitment to the school's vision and Catholic ethos.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 588388** or enquiries@olsj.romerocat.com

If you wish to apply, please do so via My New Term.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.olsj.romerocat.com.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Noon, Monday 13 July 2026
Shortlisting Date	Monday, 13 July 2026
Interview Date	Wednesday, 15 July 2026

COVER SUPERVISOR

JOB DESCRIPTION

JOB PURPOSE

- To support and contribute to the continued ethos of a Catholic High School.
- To work as part of a multi-disciplinary team to provide support to pupils, teachers and the school.
- To supervise whole classes during the short-term absence of teachers, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities as directed.
- To lead and support the work of an individual team, including pupils, classroom assistants and classroom support staff.
- To liaise with teachers about cover work.

Your duties and responsibilities will include:

Support for Pupils I Parents

- To enable orderly entrance and exit of classrooms.
- To instruct and answer pupil questions on the work left by their designated teacher, ensuring that the work is undertaken.
- To support pupils by responding to their individual needs and promote the inclusion and acceptance of all pupils in the classroom, e.g.: children with special needs.
- To ensure that pupils have the necessary resources for their learning and that they are managed effectively.
- To manage pupil behaviour and deal promptly with conflict and incidents in line with school policy, and where appropriate report pupils responsible for poor behaviour to the relevant person.
- Build successful relationships with pupils.

Support for Teachers I Colleagues

- To carry out pre-determined educational activities and work programmes whilst promoting independent learning.
- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- To undertake any administrative tasks as appropriate, e.g., register/attendance records, children's development records.
- To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- To work with teaching staff to implement work programmes for individuals and groups of children.
- To collate a bank of supervision work in liaison with the relevant members of the teaching staff.
- To collect and collate any completed work after the lesson and return it to the appropriate Head of Department.
- To monitor and evaluate pupils' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.

Support for School

- To follow the school's policy documents and schemes of work and keep updated with school and National Curriculum documentation.
- To undertake exam invigilation as required.
- To supervise pupils on visits, trips and out-of-school activities as required and where required, take

responsibility for a group.

- To administer, assess and mark tests.
- To assist with the supervision of pupils in out of lesson time.

When not required for cover

- To help with the planning, mounting and displaying of pupils' work in the classroom under the guidance of a teacher.
- To provide minimal clerical support for teachers e.g., photocopying, filing, collecting money, checking deliveries, administering coursework, production of worksheets for agreed activities.

Support for the Curriculum

- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

General

- To adhere to professional and staff codes of conduct at all times.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school.
- To undertake personal development through training and other learning activities including performance management, as required.
- To support with the implementation of the school's education programme.

COVER SUPERVISOR

PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	A	I/T
QUALIFICATIONS AND TRAINING				
1	5 GCSEs at Grade 4/C or above (including English and Maths) or equivalent.	E	✓	
EXPERIENCE				
2	Experience of working with children of relevant age	E	✓	✓
3	Experience of providing supervision, support and assistance in a classroom setting	D	✓	✓
4	Administrative/organisational experience	D	✓	✓
KNOWLEDGE/SKILLS/ABILITIES				
5	Ability to supervise, support and assist pupils in the absence of the regular teacher	E	✓	✓
6	Ability to plan and deliver work programmes for small groups or individuals	E	✓	✓
7	Ability to assess pupil's progress and development	E	✓	✓
8	Understanding of classroom roles and responsibilities	D	✓	✓
9	Ability to apply behaviour management policies	E	✓	✓
10	Knowledge of the National Curriculum and other relevant learning programmes	D	✓	✓
11	Ability to effectively use ICT to support learning	E	✓	✓
12	Ability to analyse data	E	✓	✓
13	Ability to maintain professional working relationships with staff in school and outside agencies.	E	✓	✓
14	Ability to maintain a positive caring relationship with pupils, parents, outside agencies and visitors to the school.	E	✓	✓
15	Ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations	E	✓	✓
16	Ability to address sensitive matters whilst maintaining confidentiality at all times.	E	✓	✓
17	Excellent communication and interpersonal skills, written and oral.	E	✓	✓
18	Ability to work flexibly as part of a team	E	✓	✓
19	Able to use initiative and work independently.	E	✓	✓
PERSONAL/OTHER RELEVANT ABILITIES				
20	Commitment to the provision and improvement of quality service provision	E	✓	✓
21	Commitment to social, emotional, educational integration of pupils	E	✓	✓
22	Sensitive and responsive to the needs, feelings, mood of pupils	E	✓	

				✓
23	Set consistently high expectations of self and others	E	✓	✓
24	Self-motivated	E	✓	✓
25	Excellent listening skills	E	✓	✓
26	Ability to be flexible and adaptable if required	E	✓	✓
27	Calm, approachable and able to work under pressure	E	✓	✓
28	Ability to deal with sensitive information in a confidential manner	E	✓	✓
29	A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills	E	✓	✓
30	Commitment to the highest standards of child protection	E	✓	✓
OTHER				
	Commitment to safeguarding and protecting the welfare of children and young people.	E	A I	
	Commitment to equality and diversity.	E	A	
	Commitment to health and safety.	E	A	
	Note: We will always consider your references before confirming a job offer in writing			
	Prepared by: Mrs G Goldstein Headteacher's Executive PA		29/06/2026	

A – Application Form
I/T – Interview/Task

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

COVER SUPERVISOR

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Gail Goldstein on 01254 588388 or enquiries@olsj.romerocat.com.

Applications for this post should be submitted online via the **MyNewTerm** platform. MyNewTerm is our trusted education recruitment service where you can register, create an account and complete a standardised application form that will be sent directly to the school.

To apply:

1. Visit the MyNewTerm website at <http://www.mynewterm.com> and register as a candidate.
2. Complete your online profile and personal details.
3. Find the vacancy for *Cover Supervisor at Our Lady and St John RC High School (BB1 1PY)* and submit your application through the platform.

Please do not send CVs or application documents by email, as applications must be made through MyNewTerm.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.olsj.romerocat.com

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