



*Saint Joseph's*  
CATHOLIC SCHOOL

---

# Cover Supervisor

“With God’s love and inspiration, we aspire and achieve excellence”

---

CANDIDATE INFORMATION



## Welcome from the Headmaster

Dear Candidate,

The Governors and I welcome your interest in the position of Cover Supervisor at St Joseph's Catholic School.

We are seeking to appoint an enthusiastic, reliable and confident Cover Supervisor to join our vibrant and inclusive Catholic secondary school from December 2025. The successful candidate will have experience of working with children or young people and have high expectations,



St Joseph's is a secondary comprehensive school with approximately 600 pupils on roll. We work as part of the Clifton Diocese and in partnership with other local catholic schools. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and improving our pupil's life chances.



This is an invaluable opportunity to make a significant impact in our pupil's lives and amongst our school community. If successful, you would become part of a dynamic team seeking to achieve the very best education for the young people that we serve.

### Dates

Closing Date: Friday 23<sup>rd</sup> January 2026

Interview Date: Wednesday 28<sup>th</sup> January 2026

Start Date: February / March 2026

If you believe that this is a challenge that you would like to be a part of, we invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

**Mr M Higgins**  
Headmaster

## Key Information

Post:	<b>Cover Supervisor</b>
Salary Range:	<b>Grade F (pro rata)</b>
Responsible To:	<b>Operations Director</b>
Contract Type:	<b>Permanent, 32.5 hours per week</b>

## Dates

Application Deadline:	<b>23<sup>rd</sup> January 2026</b>
Interview Date:	<b>28<sup>th</sup> January 2026</b>
Start Date:	<b>February / March 2026</b>



Pupils feel welcome and included at St Joseph's. Kindness, tolerance and respect permeate all aspects of school life. Pupils know that they are valued as individuals, whatever their faith or background."

*Ofsted 2024*



# Senior Leadership Team Structure

Headmaster

Mr M Higgins

Deputy Head  
(Pastoral)

Mr K McGuinness

Deputy Head  
(Academic)

Mr R Rooney

Operations &  
Strategic Director

Mrs K Snell

Assistant Head  
(Inclusion)

Mrs F Nobis

Assistant Head  
(Digital Strategy)

Mr O Ford



# Key Responsibilities for Cover Supervisor

## **Areas of Responsibility and Key Tasks:**

Within schools, someone in charge of a class in the absence of the regular teacher is said to be 'covering' the lesson. The Cover Supervisor will oversee students in the absence of their normal teacher, passing on to them work that has been left for them, and ensuring that they work quietly and effectively throughout the lesson. Cover supervisors are not qualified teachers. No special academic qualifications are required although sound Literacy & Numeracy skills, good inter-personal skills, and enthusiasm for working with young people are essential.

The key purpose of the job is to facilitate high quality learning within the classroom in the absence of the regular teacher.

All members of the St Joseph's School support staff are expected to contribute to the life of the school over and above the duties particular to their role. There are many different teams of support staff and within each team there will be relevant core expectations. The range of relevant core tasks are outlined below.

## **Main Duties:**

- Cover lessons for absent teachers as required.
- To facilitate and encourage learning which helps all pupils achieve their potential.
- To work with colleagues to support high standards of behaviour and attainment.
- To implement school policies and procedures.
- Receive instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or by another qualified teacher.
- Ensure that the resources specified are available.
- Arrive promptly at the classroom.
- Ensure that the pupils are properly dressed in uniform and have the correct equipment.
- Take the register.

When not required to cover lessons, supervisors will be deployed to provide general assistance, for example to:

- Supervise groups of pupils working outside their normal classroom
- Support individuals or groups with particular learning needs (via SENCO)
- Undertake exam invigilation as required
- Provide help to teachers or support staff, (wherever possible making use of the skills that the cover supervisor is able to bring to the job, for example library skills, display skills etc)
- Outside normal lesson times cover supervisors will provide cover in the event of absence for a range of other professional duties normally undertaken by teachers. These may

- include registration, supervision of students at the start and end of the day and during breaks and lunchtime, supervision of detentions etc
- Providing cover in the school's Pastoral room/Reception
  - Break/lunchtime supervision
  - Assisting at school events
  - Involvement in school clubs and extracurricular activities
  - Assisting during tutor periods and with class registration
  - Minibus driving

Individual staff could, after appropriate training, become involved in pupil focussed work, including:

- Mentoring individual pupils for academic/social progress
- Counselling

**We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

This job description is current at the date shown but following consultation with you, may be changed by the headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.



“The harmonious, inclusive atmosphere is underpinned by warm relationships between pupils and staff. Pupils have trusted adults to whom they can speak if they have any worries.”

“Many parents comment positively on the strong pastoral support that helps their children to flourish.”

*Ofsted 2024*

“



“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

*Former Teacher of English*

“You really have been a wonderful team to work with. You are all so patient and kind which really makes a difference. You are all part of an amazing team and the pupils at this school are very lucky to have you all.”

*Former Teacher of Maths*



# Person Specification for Cover Supervisor

Criteria	Essential	Desirable	Identified By
<b>Qualifications</b>			
GCSEs in Maths and English, C/5 and above	✓		Application Form
A Levels at C and above		✓	Application Form
<b>Professional Development</b>			
Willing to complete appropriate training	✓		Application Form
A desire to become a qualified teacher		✓	Application Form
<b>Experience</b>			
Experience working with children	✓		Application Form
Experience working in a primary / secondary school		✓	Application Form
<b>Knowledge and Abilities</b>			
An understanding of schools and the education system	✓		Interview
Ability to manage a classroom independently		✓	Interview
Confident in the use of IT (e.g. Microsoft Office)	✓		Application / Interview
Awareness of safeguarding processes		✓	Interview
<b>Commitments</b>			
Sympathetic to Catholic values	✓		Interview
Professional and positive working relationships with staff/pupils	✓		Interview
A strong desire to support the school to become an Outstanding community in all areas	✓		Interview
An understanding of the school's priorities in line with the Development Plan and Self-Evaluation process		✓	Interview
<b>Personal Qualities</b>			
Energy and ambition	✓		Interview
Ability to work under pressure	✓		Interview
Sense of humour and positive outlook	✓		Interview
Good organisation	✓		Interview

# About St Joseph's Catholic School

**“With God’s love and inspiration, we aspire and achieve excellence”**

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

## Our School Ethos

**St Joseph's Catholic School is an 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do.**

Our values and ethos permeate everyday life as a community. Each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our Catholic school is committed to being a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.



## Overview of the School

**Our school encourages and guides each of its pupils to develop their own unique gifts and talents.**

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge and experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.



## Academic Success

St Joseph's has recently reviewed the academic life of the school. The curriculum has been reformed to; provide greater breadth & depth with new subjects introduced; increase rigour & challenge to ensure all pupils are appropriately stretched and supported; and to provide pupils with solid foundations for their chosen future pathways.

Our approach to teaching and learning ensures that teachers follow principles not prescription and have autonomy on how best to ensure the pupils in their care progress and fulfil their academic potential.

Our approach has led to an increase of 15% in 9-4 GCSE passes in the last year.



## Staff Welfare & Career Professional Learning

**As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.**

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into leadership roles in the coming years.

Recently, we have supported many staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



## Safeguarding & Child Protection

The school is committed to ensuring all aspects of safeguarding and child protection are of the highest standards. During the recruitment process, all candidates will be subject to the Safer Recruitment checks including but not limited to; The Disclosure and Barring Service, employment history continuity, full reference checks and social media/online presence.



# *Saint Joseph's*

CATHOLIC SCHOOL

---

St Joseph's Catholic School  
Church Road  
Laverstock  
Salisbury  
Wiltshire  
[www.sjcs.org.uk](http://www.sjcs.org.uk)  
01722 335380  
[admin@sjcs.org.uk](mailto:admin@sjcs.org.uk)