



St Mary's Catholic High School, Leyland



## COVER SUPERVISOR

LET YOUR LIGHT SHINE

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HEADTEACHER MR P THOMPSON

[www.ismchs.com](http://www.ismchs.com)



CATHOLIC  
TEACHING  
ALLIANCE

St Mary's is a thriving and inclusive Catholic high school committed to academic excellence, strong pastoral care, and the development of the whole person in the light of Gospel values. We are seeking to appoint a dedicated, enthusiastic, and confident Cover Supervisor to join our supportive staff team.

If you are interested in developing professionally and can validate relevant experience, this post offers a great opportunity to work in a school with an exciting future.

**Contract:** 30 hours, Temporary 12 months

**Start date:** September 2026

**Pay:** Grade 6 SCP 11 to 19 (TA3)

**Closing date:** 12 noon, Friday 5<sup>th</sup> June 2026

**Interview date:** Thursday 11<sup>th</sup> June 2026

#### THE ROLE:

- Supervise classes during the short-term absence of teachers
- Ensure pupils remain on task and engaged with the work provided
- Manage classroom behaviour in line with the school's policies and expectations
- Support pupils in maintaining a positive learning environment
- Work closely with teaching and pastoral staff to promote high standards of achievement and conduct

#### WHAT WE OFFER:

- A caring, supportive and hard-working environment
- A supportive leadership structure
- A warm, friendly school, where children are at the heart of what we do
- A good team ethos, focused on customer service
- Experienced and knowledgeable staff
- Professional development opportunities
- The opportunity to collaborate with colleagues across the Archdiocese and district

#### YOU WILL:

- Actively support the Catholic Ethos of the school
- Be thorough and pay attention to detail
- Be committed to our high expectations for every pupil in both academic achievement and personal development
- Demonstrate good oral and written communication skills
- Be committed to high standards of teaching and learning
- Be highly motivated, flexible, adaptable and able to use your initiative
- Have an excellent attendance record



We are a school community that continues to thrive and build on the successes of recent years. At St Mary's, we unashamedly set high standards and expect the very best of our pupils. In so doing, every child is given the opportunity to flourish and fulfil their God-given potential.

Our school has a calm and purposeful working environment, with a rich extra-curricular provision, allowing pupils the opportunity to excel. They are aided wonderfully by a staff body who are hard-working, caring and committed. In short, we are a community where all members are valued and respected.

The inspiration for all we do comes from our Catholic faith and is based on the Gospel values of love, honesty, respect and forgiveness. In so doing, we believe our Mission, which is to 'let your light shine', comes alive, allowing pupils to feel safe and have the confidence to develop their talents.

Our school mission extends, of course, to staff as well, and every opportunity is given to allow for professional development. The successful applicant will be working in a school that is both welcoming and supportive.

Applicants considering St Mary's are more than welcome to book an appointment and visit us at any time, we would be delighted for you to see the school in action.

Please note: St Mary's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

**WE WERE INSPECTED BY OFSTED IN JUNE 2025 AND THEY CONFIRMED THE SCHOOL CONTINUES TO BE GOOD. COMMENTS FROM THAT INSPECTION INCLUDE:**

- *'The school is ambitious for its pupils'*
- *'Pupils are proud to be part of this inclusive school'*
- *'Staff foster strong relationships with pupils'*
- *'[Pupils] enjoy coming to school because they appreciate being part of a close-knit and friendly community'*
- *'In lessons, pupils listen respectfully to their teachers and to each other'*
- *'Pupils dress smartly, maintaining the high standards of uniform required by the school'*
- *'Pupils benefit from an extensive range of enrichment opportunities that develop their skills and self-confidence'*
- *'Teachers are knowledgeable about their subjects'*
- *'Leaders [and] governors have played a significant role in ensuring that the school has sustained its performance since the last inspection'*

**THE PROCESS OF APPLICATION AND INTERVIEW**

Applicants must complete the CES application form. Your application should be addressed to the Headteacher, Mr Thompson, and returned to the Business Manager at [bursar@ismchs.com](mailto:bursar@ismchs.com). The school will acknowledge its receipt. We invite prospective candidates to visit us on a working day and experience the school ethos. Please call us if you wish to take advantage of this opportunity. Closing date for applications is mid-day on Friday 5<sup>th</sup> June 2026 and interviews will take place on Thursday 11<sup>th</sup> June 2026.

**AND FINALLY**

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. Our mission is to appoint the best candidate available for the post.

**PHIL THOMPSON, HEADTEACHER**

# Job Description

## Cover Supervisor

**Responsible to:**

Assistant Headteacher

**Responsible for:**

N/A

**Liaising with:**

Members of the Senior Team and other teachers and support staff.

**Working Time:**

30 hrs, 8.30am until 3.00pm, In-Service Days

**Relating to the work of a Cover Supervisor**

- Uphold the Catholic ethos of the school
- Work with the policies and procedures of the school
- Undertake cover supervision for whole classes in the absence of the regular teacher
- Provide a purposeful, orderly and supportive environment for learning
- Promote positive pupil behaviour and conduct
- Communicate work set to the class
- Record work on a regular basis
- Monitor individual pupils' progress and report pupils' needs, achievements and concerns
- Administer tests and assist with exam invigilation
- Undertake classroom administrative tasks
- Assist in supervision of pupils on visits and trips
- Liaise with Curriculum Leaders about work to be undertaken and management of pupil behaviour
- Take care of their own and other peoples' health and safety
- Attend staff training and meetings as appropriate
- Be aware of the confidential nature of issues related to pupils' individual and home circumstances
- Provide support to Curriculum Leaders as required

**Relating to School Mission Statement:**

- In line with the explicit aims of the School Mission Statement, all employees are expected to be courteous with colleagues and provide a welcoming environment to visitors and telephone callers. St Mary's, places the highest value on the very positive and supportive relationships which exist between adult workers and between adults and pupils.

**Staffing/Staff Development/Recruitment/Deployment of Staff**

- To take part in the school's staff development programme by participating in arrangements for further training and continuing professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Quality Assurance:**

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the school in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.

### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for attendance, assessments and registers.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

### **Communications:**

- To communicate effectively with the parents of pupils as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school

### **Pastoral System**

- When required to be a Form Tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
- To liaise with a Year Leaders to ensure the implementation of the school's Pastoral System.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To apply the Behaviour Management systems so that effective learning can take place.

### **Teaching:**

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of pupils.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To use a variety of delivery methods which will stimulate learning appropriate to pupils needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department.

### **Extra-Curricular:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example

### **Other Specific Duties:**

- To support the school in meeting its legal requirements for worship
- To continue personal development as agreed
- To engage actively in the performance review process

- To undertake any other duty as specified by STPCD not mentioned in the above
- 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
- This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

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# Person Specification

## Cover Supervisor

### Personal Specification:

The successful candidate will need to be able to articulate a clear vision for the teaching of Music as well as the ability to contribute to whole school activities. The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Person specification form		
<b>Job title:</b> Cover Supervisor	<b>Grade:</b> 6	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b> St Mary's Catholic High School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
<b>Qualifications</b>		
GCSE's Grade C or above in English and Maths	E	AF, I
NVQ Level 3 Teaching Assistant or Equivalent	E	AF, I
Other relevant qualifications specific to this post	D	AF, I
Qualified Teacher Status (QTS)	D	AF, I, R
<b>Experience</b>		
Working with children and young people in an educational setting	E	AF, I, R
Working in a relevant classroom/service environment	E	AF, I, R
Working as part of a team	E	AF, I, R
Administrative work	E	AF, I, R
Experience of using IT / Office 365 / email	E	AF, I, R
Experience of using Information Management Systems (SIMs/Arbor) and computerised systems in a workshop/ administrative environment	D	AF, I, R
Supporting pupils with challenging behaviour	D	AF, I, R
<b>Knowledge, skills and abilities</b>		
Relate well to young people and their families/carers from different backgrounds and ability to build positive relationships	E	AF, I, R
Demonstrate effective communication and have a sense of humour	E	AF, I, R
Knowledge of arranging cover daily on a day-to-day basis	D	AF, I, R
Ability to work successfully as a team member establishing effective relationships and flexible working practices	E	AF, I, R
Good communication skills	E	AF, I, R
Ability to work under pressure in a constantly changing and demanding environment	E	AF, I, R

<b>Personal Characteristics</b> Highly organised and dedicated High level of professional standards and expectations of self and others High level of personal motivation and the ability to inspire, lead and motivate others Strong communication, interpersonal and independent initiative Ability to both follow direction and work under own initiative Be willing to learn and update skills, knowledge and training	E E E E E E	AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R
<b>Other</b> (including special requirements)  1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to sustaining regular attendance at work	E E E E	I I I R
<b>Prepared by:</b> Chloe Woods <span style="float: right;"><b>Date:</b> May 2026</span>		
<b>Note:</b> We will always consider your references before confirming a job offer in writing.		

### Equal Opportunities

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves unachievable, job redesign will be fully considered. 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.

### Safeguarding Commitment

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should always work, and be seen to work, in an open and transparent way.