

Cardinal Heenan Catholic High School

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CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Group 6, 11-16, 918 on roll

Cover Supervisor / PE Assistant

Grade C1 - Points 12 – 17 Salary £28,598 - £31,022

Salary is pro rata to weeks worked

37 hours per week Term Time only + 5 additional days

To Start 1 September 2026

We are looking to appoint a Cover Supervisor / PE Assistant to join our dedicated team from September 2026.

Our school is a happy school, where relationships are positive, respect is prevalent, and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Staff have high expectations of all students, whatever their starting point; students have the drive and ambition to meet these expectations. Our GCSE results were once again amongst the highest in Leeds, and we were ranked in the top fifty 11-16 schools in the country in the Sunday Times League Tables, testament to the way that our students and staff have worked together to create a positive, ambitious and caring learning environment.

As we continue to enhance our provision, we are excited to offer an outstanding opportunity for someone who is enthusiastic about education and passionate about sport. A subject specialism in PE, humanities, business, maths or RE would be advantageous, but the ability to encourage students and support those who may need help is essential.

The Role

This unique and rewarding role is split between supervising classes in the absence of teachers and working closely with our Physical Education department to help deliver high-quality, engaging and inclusive sport experiences.

You will:

- Lead and supervise lessons across the whole curriculum - with pre-set work, helping students stay focused and motivated.
- Work alongside PE teachers to deliver practical lessons, assist in organising equipment, run fixtures, and support extracurricular clubs and events.
- Build positive relationships with students, act as a role model, and contribute to a calm, purposeful learning atmosphere.
- Support school routines and administration, including duties and extra-curricular events.
- Get involved in the wider life of the school—contributing to events, activities and our vibrant school culture.

This is an ideal position for someone looking to kick-start a career in teaching, sports coaching, or youth development. You will gain valuable, practical experience in a supportive and ambitious school environment—with plenty of scope for individual professional growth.

About You

We are looking for someone who is:

- Energetic, proactive, and passionate about working with young people.
- Excited by sport and physical activity, and keen to share that enthusiasm with others.
- Calm, confident and consistent when managing behaviour and leading groups.
- Friendly and approachable, with excellent communication and organisational skills.
- GCSE-qualified (Grade C/4 or above in English and Maths) or holds an equivalent NVQ Level 2 qualification.
- Ideally experienced in working with children or young people (in schools, coaching, or youth work)—but if you are keen to learn and develop, we have the experience to support and develop you.

Why Join Cardinal Heenan?

- Be part of a school community that values kindness, ambition and opportunity.
- Gain hands-on experience across the curriculum and in sport—a fantastic foundation for careers in teaching, coaching, or educational support.
- Access ongoing training and professional development from experienced educators.
- Work in a happy, supportive environment where you are supported to develop your classroom practice.
- Contribute to something bigger—our commitment to helping every child “be the person that God calls them to be...”. We want the best for every person in our school community

Candidates do not need to be practicing Catholics, but a willingness to support the Catholic ethos of the school is essential.

Further details and Catholic Education Service application forms are also available from the school website (www.cardinalheenan.com).

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates may offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

Closing date: Monday 6 July 2026 at 9:00am

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.

We promote diversity and want a workforce which reflects the population of Leeds.