

Saint Bernard's



Catholic  
High School

# Recruitment Pack



## St Bernard's Catholic High School

### Contact us:

01709 828183

[www.sbch.org.uk](http://www.sbch.org.uk)

[schooladmin@sbch.org.uk](mailto:schooladmin@sbch.org.uk)

Herringthorpe Valley Road, Rotherham, S65 3BE

### About us:

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential.

We aim to develop positive relationships with every individual and family, the parishes and wider community.



St Bernard's Catholic High School is a member of the St Francis Catholic Multi Academy Trust



**Job Title:** Cover Supervisor  
**Salary/Grade:** DHSF2 Band E £26,403 - £28,142  
**Actual Salary Range:** £22,949 - £25,004  
**Hours:** 37  
**Contract Type:** Permanent  
**Working Weeks:** Term Time Only  
**Closing Date:** 9am on Monday 13<sup>th</sup> July 2026  
**Interview Date:** W/C 13<sup>th</sup> July 2026  
**Start Date:** 1<sup>st</sup> September 2026

St Francis Catholic Multi Academy Trust was established in September 2022 as part of the Bishop of Hallam's vision for education. Today the St Francis family embraces 14 schools, 12 Primary Schools and 2 High School across the Local Authorities of Doncaster, Nottinghamshire and Rotherham. We are set to grow to 24 schools at capacity.

We serve our children and families through being committed to providing the highest standard of education, where academia and personal growth are our priorities rooted in our Catholic faith.

Our schools are unique, serving wide ranging communities, we celebrate this individuality and support our schools to meet the needs of the children and families in their care. As individual schools we are joined together in our Catholic faith, delivering education which is rooted in Gospel Teachings. This creates our community which comes together to share excellence, learn from each other and champion our children.

We believe that education, along with the community that we have grown, is the most powerful tool we have to shape the future for our children.

### About the Role

St Bernard's is seeking a dedicated Cover Supervisor to join our supportive community. In this dynamic role, you will supervise Key Stage 3 and 4 classrooms, ensure students stay engaged with their set work, and manage daily cover logistics.

The candidate would need excellent communication skills, a good sense of humor, and a commitment to supporting our Catholic ethos and student safeguarding,

### Interested in applying?

To arrange a visit to school please contact school via the email [jobs@sbch.org.uk](mailto:jobs@sbch.org.uk)

Applications close at 9am on Monday 13<sup>th</sup> July 2026 and should be submitted online via [Teaching Vacancies online](#)





## Main Purpose of the Post

- To support and contribute to the Catholic life of St Bernard's community
- To supervise and encourage students in mainstream classroom covered lessons in Key Stages 3 and 4

## Duties and Responsibilities

- To liaise with teachers regarding work set for any class, as required
- To be responsible for a class of students in lesson time and form period, as required
- To provide feedback to the teacher(s) of the classes covered, using an agreed proforma
- To liaise with supply agencies to arrange cover for staff
- To organise the printing of work for cover lessons
- Carry out lunchtime supervision in line with the duty rota
- To be a member of a Duty team in accordance with the daily rota
- To ensure that the work set by the regular class teacher is clearly communicated to students
- To ensure the highest expectations of work and behaviour
- To help students complete the work set to them
- To use lesson time constructively when cover is not required
- To ensure the health and safety of students in their care
- To follow the school's Positive Discipline Policy
- To carry out tasks within identified curriculum areas, based on interests, strengths and the needs of the school, in negotiation with the relevant Curriculum Leader
- To carry out other relevant duties as may reasonably be required by the Principal
- To deliver the highest quality of service to students and colleagues
- To attend training sessions as required and be committed to continuous professional development
- To meet weekly with Line Manager

## General

Post holders will be required to undertake the completion of the Cover Supervisor Induction Programme and basic skills training provided by the school. Appropriate knowledge of First Aid will be required.





## Person Specification

Criteria	Essential/Desirable
<b>Qualifications &amp; Training</b>	
GCSEs at grade C or above in Maths and English	Essential
A degree	Desirable
Basic ICT skills to include knowledge /use of internet	Essential
Willingness to undertake any training deemed necessary and appropriate for the post	Essential
<b>Experience</b>	
Support for the Catholic ethos of the school	Essential
Demonstrate experience of working with 11-16 year olds	Desirable
Demonstrate experience of working as part of a team	Essential
Understanding of job requirements	Essential
<b>Knowledge and Skills</b>	
Good written skills	Essential
Good oral skills	Essential
Good interpersonal skills	Essential
Ability to keep records	Essential
Ability to work on own initiative as well as part of a team	Essential
<b>Personal Qualities</b>	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Be an excellent role model who strives to accomplish the very best	Essential
Conscientious, honest and reliable	Essential
Good timekeeper	Essential
Ability to be flexible within the working environment	Essential
Patient, good humoured and approachable	Essential
<b>Safeguarding</b>	
Commitment to safeguarding and promoting the welfare of children and young people	Essential
A disclosure and barring service check at enhanced level	Essential

