



Be a part of something
unique at...

Post of Cover Supervisor Required

St. Anselm's College



*'Where everyone benefits from the
St. Anselm's experience'*

Manor Hill
Birkenhead
CH43 1UQ
www.st-anselms.com
0151 652 1408

✓ **Top 10% Nationally** for A-level VA

✓ **Top 10% Nationally** for Attendance

✓ **Top 8% Nationally** for Rugby, Athletics
& Cross Country

✓ **'99% of parents highly recommend
the school to other parents'** Ofsted 25

✓ **Graded Outstanding for 'Overall
Effectiveness'** CSI 2026



St Anselm's College

Job Title: Cover Supervisor

Location: St. Anselm's College

Reporting To: Deputy Headteacher / Cover Manager

Salary: Scale 4 £25,185 pa fte - 0.86 term time pro rata - According to College Support Staff Pay Scale

Contract Type: Full-time / Term-time only

We seek a suitably qualified and enthusiastic person to take over this role in this successful and popular Roman Catholic Boys' Grammar School.

Good general knowledge, enthusiasm and basic ICT skills are desirable, as are honesty and integrity.

- *Successful Ofsted 2025*
- *Outstanding CSI Report 2026*
- *Friendly and supportive staff and College community*

Job Purpose

The Cover Supervisor is responsible for supervising classes during the short-term absence of teaching staff, ensuring that students continue to work on tasks set by the teacher and that a purposeful learning environment is maintained. The role supports the smooth running of the College and contributes to maintaining high standards of behaviour and engagement across Key Stages 3–5.

Key Responsibilities

Classroom Supervision

- Supervise whole classes during the short-term absence of teaching staff across Key Stages 3–5.
- Deliver pre-prepared lesson materials provided by teaching staff.
- Ensure students remain on task and complete the work set.

- Manage classroom behaviour in line with the College's behaviour policy.
- Respond to student queries to support learning while recognising that the role does not involve active teaching of new material.

Student Engagement and Support

- Promote positive attitudes towards learning and encourage students to take responsibility for their work.
- Support students in maintaining focus and productivity during cover lessons.
- Provide feedback to teaching staff regarding lesson progress, student participation, and any issues encountered.

Classroom and Administrative Duties

- Register students accurately and promptly.
- Ensure classrooms are left tidy and that resources are returned appropriately.
- Report any behavioural or safeguarding concerns in line with College procedures.
- Assist with the distribution and collection of learning materials when required.

Behaviour and Safeguarding

- Uphold the College's behaviour expectations and apply appropriate sanctions where necessary.
- Follow all safeguarding and child protection procedures.
- Ensure a safe and respectful learning environment for all students.

Wider College Responsibilities

- Support the College community by assisting with duties such as break or lunchtime supervision where required.
- Participate in relevant training and professional development.
- Contribute to maintaining a positive and inclusive ethos within the College.

Person Specification

Essential

- Good standard of education (minimum GCSEs or equivalent in English and Mathematics).
- Experience working with young people, preferably in a school or educational setting.
- Strong classroom management and communication skills.
- Ability to follow instructions and manage groups of students independently.
- Confidence working with students across KS3–KS5.
- Organised, reliable, and able to work flexibly in a fast-paced school environment.

Desirable

- Experience as a Cover Supervisor, Teaching Assistant, or similar role.
- A degree or relevant qualification.
- Knowledge of secondary school curriculum and school systems.

Skills and Attributes

- Calm, confident presence in the classroom.
- Ability to motivate and engage young people.
- Professional judgement and the ability to manage behaviour effectively.
- Strong interpersonal and teamwork skills.
- Commitment to safeguarding and student wellbeing.

Safeguarding Statement

St. Anselm's College is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be required to undertake an enhanced DBS check and comply with all safeguarding policies and procedures.

Equal Opportunities

St. Anselm's College is an equal opportunities employer and welcomes applications from suitably qualified candidates regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

This job description may be reviewed and amended from time to time in consultation with the postholder to reflect the changing needs of the College.

CES application required, available on our website www.st-anselms.com

Completed applications to acook@st-anselms.com

Closing date for completed applications: Monday, 13th April 2026

Interviews thereafter.

Life at St Anselm's College

St. Anselm's College is a Roman Catholic Grammar School for boys in the Diocese of Shrewsbury. The College was founded in 1933, by the Congregation of Christian Brothers, to provide Catholic Education for the boys in the area. The College became part of the Laetare Catholic Multi Academy Trust in June 2025 and is a member of the Gaudete Trust ROE. The College is heavily oversubscribed with 5 Form entry, and 1002 on roll. Currently, there are 213 boys in the Sixth Form.

The College was inspected by Ofsted in March 2025. Ofsted reported that 'St Anselm's College has taken effective action to maintain the standards identified at the previous inspection', where it was judged to be 'Good' in all areas. St Anselm's College has been one of the top Sixth Forms in Wirral for progress from GCSE to A Level since 2017.

The College was also inspected by Shrewsbury Diocesan Inspectors in February 2026 and judged to be outstanding in all categories.

- A Level results 2025 – ALPs Grade 2 (56.1% A*-B, 100% A*-E)
- GCSE A8 Scores 2025 – Attainment 8 of 57.4

The Headteacher enjoys the support of a highly committed and hard-working staff. Colleagues put time in above and beyond the confines of their job descriptions. This creates a positive and rewarding environment in which to work.

The College provides a holistic education in keeping with the 'Essentials of an Edmund Rice Education'. Our curriculum extends beyond the confines of the National Curriculum and our students enjoy an outstanding range of extra-curricular opportunities as we seek to nurture their God-given talents. As a result, our sportsmen compete at regional and national standard in rugby, athletics, cross-country and hockey, musicians perform across Merseyside and students participate in many local and national competitions including public speaking, robotics and subject Olympiads.

As a Catholic School our faith underpins everything we do at the College, informed by the Charism of Blessed Edmund Rice which gives us a global perspective and window on the world. Our students are generous and tolerant, keen to support worthy causes, ready to contribute to liturgies and reflections and welcoming to visitors. Every year we raise approx. £15,000 for projects both at home and abroad and we are an active member of the global Edmund Rice Schools family

Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at the College. We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Reduced data collections
- Staff Wellbeing Committee that monitors and responds to staff needs.
- Greater PPA time than national recommendation
- A flexible and generous approach to family appointments and child events
- Deadlines well publicised and staff consulted on annual calendar
- Complimentary Christmas Dinner for all staff each year
- Complimentary coffee and cake mornings
- Access for all staff to self-referral Health & Wellbeing Support package - Smart Clinic
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and learning walks
- Headteacher 'Open Door' policy at all times
- Birthday Cards for all staff on their birthday

Life in Wirral

Wirral is located between the River Dee and the River Mersey, overlooking both the Welsh Hills and the spectacular Liverpool skyline. Regularly rated in The Times as one of the top 10 places to live, Wirral is a fantastic place to work and just a short train journey from Liverpool City Centre, also well connected to the rest of the country. It is a beautiful peninsular with 50 miles of beautiful walks and 22 miles of breath-taking coastline, along with cycle and walking routes, Wirral is a place made for discovery.

