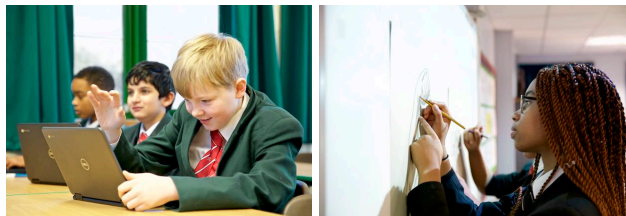




JOHN F KENNEDY CATHOLIC SCHOOL

INSPIRE • ACHIEVE • SERVE



Cover Supervisor Information for applicants



Diocese of Westminster

Headteacher Mr Paul Neves BSc (Hons), MA, PGCE, NPQH
Hollybush Lane, Hemel Hempstead, Herts HP1 2PH
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Job Title: Cover Supervisor
Responsible to: Cover Manager
Grade: H5 (SCP 9-14, £7512 - £8126) / H6 (SCP 14-19, £8126 - £8803)
- depending on experience
Hours: 11.5 hours per week - Thursday and Friday, term time only
Date: September 2026

Introduction

Thank you for your interest in this exciting post at John F Kennedy Catholic School (JFK).

The Governors and I are seeking to appoint an enthusiastic and hardworking individual with excellent personal skills to join our busy Cover team which provides supervision of classes during the short term absence of the assigned teacher and assisting a student or group of students to access areas of the curriculum as effectively as possible.

John F Kennedy Catholic School

JFK is a mixed 11-18 comprehensive, part of All Saints Catholic Academy Trust, located in the suburban environment of Hemel Hempstead. It is a voluntary academy with approximately 1100 students on roll. The school enjoys an excellent reputation and is always over-subscribed; for the 2026-27 intake of 180 places there were 434 applicants, with 157 putting JFK as first choice. The intake has, in recent years, been almost entirely Catholic - currently 83% of students. JFK serves the Catholic communities of Hemel Hempstead and a very wide surrounding area, including parts of Hertfordshire, Luton and Bedfordshire; in addition to seven main feeder primary schools, it regularly takes children from over twenty other schools. Unsurprisingly, its students come from a diverse socio-economic background, ranging from a very affluent commuter town to an area with high social deprivation. Overall, however, the school deprivation factor is just below the national average. Currently 15% of students are eligible for Free School Meals. The number of students from minority ethnic backgrounds has increased over the past ten years and is now above the national average. The prior attainment of students is significantly higher than the national average. Additionally the profile of current cohorts is generally skewed towards the 'middle' and 'high' prior attainment categories. The local parish church, St Mark's, is on the school site and the Parish Priest of the Hemel West Parish supports the liturgical life of the school.

JFK's most recent inspections were: [OFSTED in May 2026](#) and [Section 48](#) in February 2024 where the headline outcomes were all judgements of 'good'. In terms of results our most recent Progress 8 scores were: 0.01 in 2022, 0.15 in 2023 and 0.15 in 2024. There is no score for 2025 or 2026 due to COVID.

At A level, our results have been stable in recent years, and have been broadly average compared with national figures. Our most recent L3VA scores were -0.69 in 2023, -0.27 in 2024 and 0.04 in 2025.

Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such, everything that we do is based on our Mission Statement, summarised by words: Inspire • Achieve • Serve. We are an inclusive school that values the uniqueness of each member of our community. In this way we uphold the Gospel values and ensure that everyone has the opportunity to fulfil their potential.

Outside the formal curriculum there have always been numerous opportunities for students to take part in a very wide range of activities. These include drama, sport, music, retreats, trips at home and abroad and the Duke of Edinburgh Award Scheme. All the opportunities offered for students' personal development are summarised by the 'JFK Journey' that is displayed throughout the school.

JFK, now and in the future: ASCAT

JFK was opened in 1967, so it is over 50 years old. There is a great tradition here of several generations from families attending the school. Many teachers and support staff over the years were students at the school and currently one of the students in the first intake is working on the support staff. I believe there are many features that make JFK a great school but I also recognise there are areas needing development. We must never be complacent and we must embrace new ideas that will benefit the educational opportunities of the students in our care. We made a bold decision seven years ago to become a 'Google school', introducing Chromebooks for use in and out of school. This has been phased in, one year at a time, and is complete in the main school - all students in Years 7 to 11 have their own device. Google Classroom has been embraced by staff as well as students and is now an integral part of school life.

JFK joined All Saints Catholic Academy Trust (ASCAT) on 1st June 2023. The trust currently comprises 11 schools and JFK is one of only two secondary school members. Within the trust, JFK sits in a regional hub, with other Dacorum Catholic schools: 'St Mark's Hub'. Joining ASCAT has opened up many opportunities for cross-school and cross-phase developments, making this a very exciting time for JFK's future development.

Next steps

I hope that having read this letter and the information about the school that you will choose to apply. To do so, you are asked to complete the application form in full but instead of a supporting statement please write a letter of application outlining your relevant experience. In your letter you should also outline your vision and the contribution that you can make to John F Kennedy Catholic School.

Please post your application or submit it to Ms Eva Final by email to: efinal@jfk.herts.sch.uk

I am happy to accommodate a visit so that you can see the school for yourself and meet colleagues leading on this role. If you would like more information about the school, please visit our website www.jfk.herts.sch.uk where you will find our online prospectus and other information. If you would like to know more about the post itself or to arrange a visit, please do not hesitate to contact my PA, Ms Eva Final (email: efinal@jfk.herts.sch.uk), who will be very happy to help you.

Yours faithfully,



Mr Paul Neves
Headteacher

Cover Supervisor

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Main Responsibilities

- To collect the work set by the teacher
- To do AM and PM registers as directed by the Cover Manager
- To register student attendance in cover lessons
- To supervise students and oversee that work set by the class teacher is being completed
- To feedback to the absent teacher as appropriate

When not required to cover lessons

- To support with school administration as directed by the Cover Manager

Supporting the School

- To liaise with and consult with teaching staff and other professionals supporting the students
- To attend relevant CPD relevant to the role of Cover Supervisor
- To be aware of school policies
- To support trainee teaching staff in lessons with behaviour management of students
- To supervise students in Assembly/Mass
- To register students on behalf of absent form tutor in the event of a fire drill
- Delivering PSHE lessons from lesson plans using PowerPoint
- Covering PE and Games practical lessons inside and outside
- To cover first aid in Student Services (shadow rota - in the absence of Student Administrative Officer)
- To maintain discipline of classes under whilst under the Cover Supervisors responsibility
- Reporting as appropriate using the schools agreed procedures on behaviour and achievements of students during the lesson
- To deal with any immediate issues or emergencies according to the schools policies and procedures
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To carry out any other task as requested by the line manager or Headteacher

Person Specification

Personal Characteristics

- Excellent interpersonal skills with adults and students
- Desire to make a difference in the life of the students in our school community
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable with positive nature
- Able to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Willing to learn and develop own skills
- Able to exercise sound judgement, especially relating to confidentiality and discretion.

Specific Skills

- Excellent administrative and organisational skills
- Excellent written and oral skills
- Excellent Microsoft Office skills
- Willing and able to learn and operate new IT systems and databases as appropriate
- Able to prioritise and meet deadlines.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced Disclosure and Barring Service check.