



# St Matthias School

Deans Road  
Wolverhampton  
WV1 2BH

Part of:



## Cover Supervisor

St Matthias is a good school where staff know students well. Leaders work hard to ensure that everyone feels part of the school's diverse community. Students feel happy and safe at school. This is because leaders have created an environment where students are well supported and cared for. Leaders expect students to try hard in school. They do not tolerate disruption in lessons or at social times. In lessons students are polite and respectful of their teachers. Everyone gets access to a good-quality curriculum.

(Extracts from Ofsted Report published 10<sup>th</sup> January 2020)

Salary: NJC Grade 4 £20,444 - £22,129 (Term time from £17,500)

Contract type: Permanent

Start date: From September 2022 (or sooner where possible)

We are looking to appoint an individual to work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers.

### Responsibilities

- Supervise work that has been set in accordance with the school policy
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment
- Respond to questions from Students about process and procedures
- Assist students to undertake set activities as appropriate
- Deal with any immediate problems or emergencies according to the schools' policies and procedures
- Collect completed work after the lesson and return it to the appropriate teacher
- Report back as appropriate using the schools agreed referral procedures on the behaviour of students during the class and any issues arising

- Establish productive work relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of students with the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the students.
- Attend and participate in meetings
- Participate in training and other learning activities as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of students' out of hours learning activities
- Supervise students on visits, trips and out of school activities as required
- Any other duties commensurate with the duties/responsibilities/grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities. Any changes will take account of salary/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

## 1. Ethos

- To always look for and expect the best from all our students
- To promote creativity in learning design, delivery and outcome
- To be a positive role model in personal behaviours and self management
- To respect everyone as an individual
- To take care of our learning environment
- To promote sustainable development
- To work collaboratively, embracing team work and partnership

## 2. Leading Learning

- To support learning by following the agreed policies, systems and structures
- To be responsible for your own professional learning and support development of colleagues
- To be committed to student attainment
- To promote health and wellbeing, including safeguarding our students

### 3. Community

- To work to build community cohesion
- To work positively with parents and families

### 4. Safeguarding

- To support and contribute to the safeguarding of all our students

### 4. Generic

- In addition, the post is subject to compliance with reasonable requests made by the Head teacher. Our school is committed to safeguarding and promoting the welfare of children.

This post is subject to all necessary safeguarding checks this includes satisfactory references requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and of the right to work in the UK.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

To apply complete our application form accessible from our website or go to WMJobs - <https://www.wmjobs.co.uk/>

And return by email to [recruitment@st-matthias.com](mailto:recruitment@st-matthias.com)

For further information please call the School on 01902 556400 or email [recruitment@st-matthias.com](mailto:recruitment@st-matthias.com)

Closing Date: Thursday 16 June 2022

Website: [www.st-matthias.com](http://www.st-matthias.com)