

# Job Vacancy – Support Staff



Blythe Bridge High School & Sixth Form  
Cheadle Road  
Blythe Bridge  
Staffordshire  
ST13 7EX

## Cover Supervisor

Permanent, Part Time, Term Time Plus 5 INSET days

Working 32.5 hours per week: Monday to Friday – 8.15am to 3.15pm with a 30-minute unpaid break each day

Job share will be considered

Salary: Grade 5 £21,968 - £23,194 per annum pro rata

Actual Salary: £16,671.35 to £17,601.75 per annum

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. As a partner academy in JTMAT, we are seeking to appoint a motivated, hardworking and enthusiastic cover supervisor to join our evolving organisation.

The successful candidate will manage the classroom during the short-term absence of the class teacher, duties will include:

- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Preparing the classroom ready for a lesson.
- Delivering the pre-set work.
- Ensuring the class stays on task.
- Assisting any children who may require extra support.
- Clearing away at the end of a lesson.
- Support lunch duty

If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

If you would like to discuss this role, please contact Mrs N Mitton by emailing [office@bb-hs.co.uk](mailto:office@bb-hs.co.uk) or telephoning 01782 392519. Completed application forms should be emailed to [office@bb-hs.co.uk](mailto:office@bb-hs.co.uk). Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted.

**Closing date: Tuesday 7<sup>th</sup> November 2023 at 10.00am**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview. Please review our Privacy Notice for Job Applicants for the lawful basis for processing and retention.

John Taylor MAT is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.

Please recruitment Pack on the school website before submitting your application.