



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Required as soon as possible:

COVER SUPERVISOR/PASTORAL SUPPORT OFFICER – PERMANENT, TERM TIME (2 POSTS)

Post 1: 37 hours/wk

Grade 6, 37 hour per week contract, term time only (part-time contract negotiable)
(Full Time Equivalent salary £25,119 - £27,803, Actual paid salary £ 22,304 – £24,687)

Post 2: 22.5 hours/wk

Grade 6, 22.5 hour per week contract, term time only (part-time contract negotiable)
(Full Time Equivalent salary £25,119 - £27,803, Actual paid salary £ 13,563 – £15,013)

Purpose: Under an agreed system of supervision, to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

To support the school's Pastoral System as a Pastoral Support Officer, working with members of the Pastoral Team, responding to Pastoral priorities to promote students' social inclusion, positive behaviour, wellbeing and safety.

Support to Students

- Supervising work that has been set by teaching staff.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Support pupils through one-to-one and/or small group pastoral support, adapting to the particular needs of students to promote social inclusion, positive behaviour, wellbeing and safety.

Cannock Chase High School is an 11–19 mixed comprehensive school with around 1070 students on roll. Students and staff are warm, open and supportive to one another and proud of their school. We were judged as 'good' in our most recent Ofsted inspection and behaviour was described as 'exemplary'. Mutual respect is a key feature of our relationships here. We are currently experiencing high levels of success, with over 30% of our Sixth Formers going to Russell Group universities, including The University of Oxford.

Please refer to the following documentation, when completing an application for this post:

1. Application Guidance Notes;
2. Job Description and Person Specification.

A successful application will include:

1. A completed School Application Form;
2. A Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post.

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

The job description and person specification are available from the Headteacher at the school or via the website:

<https://www.cannockchasehigh.com/about-us/jobs-at-cchs>. All applications must be on the school Application Form (which is also available from the school or via the website), CVs alone are not acceptable. Completed applications are to be e-mailed to Iain Turnbull, Headteacher, at headteacher@cannockchase-high.staffs.sch.uk,

Closing date: **Monday 29 April 2024, 3:30pm** (*interviews to take place during w/c Monday 29 April 2024*)

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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INTEGRITY

TEAMWORK

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RESILIENCE