



CLASSROOM ASSISTANT

(Curriculum Area Learning Supervisor)

APPLICATION PACK

Contract	Permanent, term time only
Hours	37 hours per week Monday-Thursday: 8.30 am-4.30 pm Friday: 8.30 am-4.00 pm
Grade / salary	Grade 5, actual salary £23,616 to £24,377
Closing date	Wednesday 11 November 2026 at 10.00 am
Interview date	Week commencing 16 November 2026

Make a Difference Every Day

A rewarding opportunity to support students with additional needs, strengthen their independence and help them succeed in an inclusive special school community.



Welcome From The Headteacher

Dear Applicant,

Thank you for your interest in the position of Classroom Assistant (Curriculum Area Learning Supervisor) at Hednesford Valley High School. I am delighted that you are considering joining our school community.

We are a maintained secondary generic special school in Cannock. Students in Years 7 to 11 attend our main Stanley Road site, while Sixth Form students attend a dedicated centre at Cannock Chase High School.

Our students have a wide range of additional needs and are supported by committed staff who are passionate about transforming lives. Classroom Assistants play an important role in helping students access learning, develop confidence and independence, and achieve positive outcomes.

This pack explains the role, the person specification and the application process. If you have the experience, flexibility and personal qualities described, we warmly encourage you to apply.

Visits to the school are warmly welcomed. Please contact the school office on 01543 423714 to arrange a convenient date and time.

Yours sincerely,

Stephen Stokes

Headteacher

Make a Difference Every Day

Hednesford Valley High School is seeking to appoint a Classroom Assistant (Curriculum Area Learning Supervisor) to join our highly motivated and dedicated support staff team.

Working under the direction of teaching staff, you will provide high-quality classroom support, assist with learning activities, prepare resources and, when required, act as a Cover Supervisor. The role is particularly suited to someone with experience in education, care or a similar supportive environment.

We are looking for someone who

- Has strong numeracy and literacy skills at GCSE grade C/4 or above.
- Holds NVQ Level 3 for Teaching Assistants or an equivalent recognised qualification or relevant experience.
- Communicates confidently with students, parents or carers and professionals.
- Uses ICT effectively to support and enhance teaching and learning.
- Can act as a Cover Supervisor in the absence of teaching staff.
- Is committed to raising the attainment of all students within a special school setting.
- Works effectively as part of a team and builds positive relationships.
- Is flexible and willing to work across different areas of the school or across sites when required.

Job Description

Post title

Classroom Assistant (Curriculum Area Learning Supervisor)

Responsible to

Headteacher / designated member of teaching staff

Statement of purpose

To support teachers and students within a designated curriculum area and to work as a Cover Supervisor in the absence of a teacher.

Support to students

- Provide structured support, including tutorial support, in accordance with schemes for learning designed and supervised by individual teachers.
- Use specialist knowledge and experience to support students in relation to their individual needs, including behaviour management strategies.
- Contribute to raising standards by ensuring high expectations are set for students.

Support to teachers

- Supervise students during curriculum activities under the supervision and guidance of a qualified teacher.
- Undertake marking of planned work.
- Record student progress with the teacher and provide feedback to appropriate education professionals.
- Support teachers to develop appropriate learning plans to raise achievement.
- Coordinate and organise students attending extracurricular activities, work experience or other off-site activities under the guidance of a teacher.
- Provide general administrative support, including producing worksheets and resources for agreed activities.

Support for the Headteacher

- Act as a Cover Supervisor during teacher absence, taking responsibility for a class of students completing work set by the teacher.
- Work as a Cover Supervisor in any subject when required. Specialist knowledge of every subject is not expected.

Support to the curriculum

- Contribute to curriculum planning, evaluation and implementation.
- Contribute to the development of school policies and procedures through participation in working groups.
- Develop, prepare and distribute appropriate learning materials.
- Identify, prepare and use specialist equipment, plans and resources to support students.
- Produce displays with curriculum colleagues to promote an effective learning environment.
- Provide support to teachers within the curriculum area.

Support to the school

- Promote and safeguard the welfare of children and young people.
- Comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- Support and promote equal opportunities for all.
- Contribute to the ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, training, learning activities and performance development.
- Assist with student needs during the school day.

- Assist with supervision outside lesson times, including before and after school and at lunchtimes.
- Support the school's personalised learning agenda.
- Recognise and use personal strengths and areas of expertise to advise and support others.

Review of duties

The content of this job description will be reviewed with the postholder annually in line with the school performance and development review policy. Any significant change in accountability that could affect the grade must be discussed with the postholder and the relevant trade union before submission for re-evaluation.

Person Specification

Classroom Assistant - Curriculum Area Learning Supervisor Level 3

Shortlisting and selection will be based on the essential criteria below. AF = application form; I = interview.

Area	Essential criteria	Measure d by
Experience	Experience of working to support children's learning gained in a relevant environment.	AF / I
Qualifications and training	Good numeracy and literacy skills. NVQ Level 3 for Teaching Assistants or an equivalent qualification or experience in a relevant discipline.	AF
Knowledge and skills	Working knowledge of relevant policies and codes of practice. Understanding of curriculum matters and ability to contribute to curriculum development, planning, evaluation and implementation. In-depth understanding of areas of learning, for example Maths, English, Humanities or Modern Foreign Languages. Understanding of child development and learning processes. Ability to plan effective actions for students at risk of underachieving. Effective use of ICT and other equipment to support learning. Well-developed interpersonal and communication skills. Ability to work constructively as part of a team while using initiative. Good organising, planning and prioritising skills. Methodical approach with good attention to detail.	AF / I
Behavioural attributes	Friendly, professional and respectful. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of students, parents or carers and other stakeholders. Positive and solution-focused, encouraging and supporting others. Committed to improving the quality of service provision. Adaptable and welcoming of change. Energetic, enthusiastic and decisive. Communicates effectively and learns from experience and challenge. Committed to continuous development of self and others.	AF / I
Safeguarding	Motivation to work with children and young people. Ability to form and maintain appropriate relationships and professional boundaries. Emotional resilience when working with challenging behaviour. Appropriate attitudes towards the use of authority and maintaining discipline.	AF / I

Working At Hednesford Valley High School

What we can offer you

- A welcoming, supportive working environment and a strong focus on colleague wellbeing.
- Termly Deep Work days to support your role.
- Continued professional development and training opportunities.
- Pay progression and recognition of continuous service.
- Access to the Local Government Pension Scheme.
- Employee assistance and wellbeing support, including counselling, physiotherapy, financial guidance and health resources.
- Cycle to Work schemes, online gym classes and retail discounts.
- Free car parking, tea and coffee.
- The opportunity to make a significant difference to the lives of young people.

About our school

Hednesford Valley High School is a maintained secondary generic special school in Cannock. Students in Years 7 to 11 attend the main site on Stanley Road, while Sixth Form students attend a dedicated centre at Cannock Chase High School. The school provides an inclusive community for students with a wide range of additional needs.

Safeguarding and equality

Hednesford Valley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, identity and right-to-work checks, qualification and medical fitness checks where applicable, references and online searches as part of safer recruitment.

We welcome applications from candidates whose skills, experience and values meet the requirements of the role. Reasonable adjustments are available throughout the recruitment process.

Information For Applicants

1. Complete the application form

Download the application form from the school vacancies webpage. Complete all relevant sections and enter N/A where a field does not apply.

2. Address the person specification

Use your supporting statement, which should be no more than two sides of A4, to explain clearly how you meet the essential criteria. Include specific examples from your experience.

3. Provide your complete employment history

Include all employment, agency work and any breaks in employment, together with the reason for each break.

4. List relevant qualifications and training

State dates and grades or levels achieved. Original certificates will be required if you are shortlisted.

5. Provide suitable referees

Provide two suitable referees, including your current or most recent employer. If you work in a school, include your current Headteacher.

6. Submit your application

Email the completed application form to l.bent@hvh.staffs.sch.uk by Wednesday 11 November 2026 at 10.00 am.

7. Prepare for selection

The process will include a formal interview and may include a role-related task. Shortlisted candidates may be subject to online checks as part of safer recruitment.

Key Dates And Contact Details

Advertised	Monday 19 October 2026
Closing date	Wednesday 11 November 2026 at 10.00 am The advert may close early if sufficient suitable applications are received.
Interview date	Week commencing 16 November 2026
Proposed start date	As soon as possible
Application email	l.bent@hvh.staffs.sch.uk
School office	01543 423714

Apply via the vacancies page: www.hvh.staffs.sch.uk/about-us/vacancies
We look forward to receiving your application.