

Staffordshire Job Advertising Request Form

Please complete all the information below and submit via AskHR or to hrpayroll-education@capita-services.co.uk

Please ensure this document is saved as a Word Document only.

All requests will be processed within 2-3 working days where all the relevant information is provided.

1. Job Details:

Job Title:	<u>Reflection Room Supervisor</u>			
School Name:	Norton Canes High School			
School Address:	Burntwood Road Norton Canes Cannock Staffs WS11 9SP			
DfE:	860/4066			
Job Location:	Norton Canes High School			
Contract type: <i>Please mark an 'X' in the appropriate box</i>	Permanent			
	Temporary	No	Duration	
	Reason if temporary			
	Fixed Term		Duration	
	Reason if Fixed Term			
	Casual			
	Full Time	37.5	Part Time	
	Term Time only	Yes		
Hours per week:	37.5			
Weeks per year:	45.05			
Salary Grade:	NJC 6-9			
Salary:	£22,460 pro rota			
Actual Part Time Salary (if applicable):				
Date you wish for this role to be advertised from:	08.10.2025			

Closing date:	15.10.2025
Interview date:	TBA

2. Advertisement text – *please type in the box below ensuring you include your standard safeguarding paragraph and include contact details of where individuals can request an application pack from.*

Grade 5 NJC POINT 6-9 (£22,460 - £23553 actual salary)

37.5 hours per week - 5 Days per week Term Time term time only

Required from 3rd November 2025 or as soon as possible thereafter

Norton Canes High School continues to enjoy growth in pupil numbers. We are therefore, seeking a self-motivated, hardworking, and dedicated Reflection room supervisor, to join our pastoral team.

Reporting to the Deputy Headteacher the focus of the role will be to work closely with the Pastoral team to supervise students removed from class for poor behavior and ensure work set is completed and help the students to reset.

The post holder will have excellent communication and interpersonal skills. They will be able to work on their own as well as part of a team and relate well to pupils to help overcome any barriers they have to learning.

The position is ideal for a person committed to professional development within a supportive environment who will enjoy ensuring that learning support is an important element in the support of the teaching and learning of our students and who can show the school's advantages to a wider audience.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the role specification and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach. Additional duties may be asked of members of staff as occasion requires.

Applications to business.manager@nortoncanes-high.staffs.sch.uk

3. Authorisation

- I understand that Capita will check over the content of the form submitted and offer advice and guidance where necessary. However, Capita cannot be held liable for any errors in the advertisement as a result of the information that I have submitted.

- I agree that that any work undertaken in respect of this request will be chargeable (when not included in a core service package) and all invoices will be paid in full and in accordance with Capita's standard payment terms.

Contact Name:	Jeanette Evans
Position:	Business Manager
Telephone Number:	01543 622600
Email Address:	Business.manager@nortoncanes-high.staffs.sch.uk
Date:	08.10.2025