



**NORTON CANES
HIGH SCHOOL**



Reflection Room Supervisor Recruitment Pack

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Letter To Applicants

Dear Applicant,

Thank you for showing interest in this position. Norton Canes High School is a fantastic place to work and I have the great privilege to lead an inspired team of staff who are dedicated to the education of our 420 students.

We are very proud of our inclusive and non-selective ethos, with some students progressing on to the very best universities in the country whilst other students needing significant support to help them progress.

Staff turnover is relatively low and we have excellent retention rates. New staff always tell us how supportive and friendly staff are, helping them settle in quickly and make a flying start and all staff are proud to work here. We are also very conscious of workload and have developed effective policies around lesson planning, marking and quality assurance to ensure that staff can have a life outside school.

Information about the department is available here on the school website.

If you have any further questions about this post, please feel free to email Mrs Varty in the school office at office@nortoncanes-high.staffs.sch.uk.

To apply, please ensure that when completing the application form you include any relevant experience to date, your values, how you would make a difference to student outcomes and why you want to be part of our school.

Applications should be submitted no later than 9.00am on **Wednesday 15th October 2025**. Shortlisting will take place at this point and interviews will be held on **Monday 20th October 2025**.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact the school office directly.

Yours sincerely

Sarah Diggory - Headteacher

About the school

Our school is located in the village of Norton Canes which borders the Area of Outstanding Natural Beauty of Cannock Chase. The school has good transport links via public transport and can be easily accessed from the M6 and M54.

The school was opened on its current site in 1971. The school is well-established and known for its inclusive nature and excellent pastoral support.

We have a PAN of 120, and a current sixth form of 50, making us the smallest secondary school in the local area. Most students enter our school at Year 7 from primary schools within the local area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Norton Canes has a strong local reputation for SEND provision, as we also host an Autism Specialist Resource Base on site.

Our school facilities include a library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a sports hall and gym, and a large professional theatre which is also used by local drama groups. Staff have access to a staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas and a large playing field for grass pitches and athletics. We have an established busy community lettings programme which includes use by drama and sporting groups.

School values and vision

Vision

Norton Canes High School will provide an excellent education where all students fulfil their potential, regardless of ability or background

Mission statement

Norton Canes High School aims to prepare young people to flourish academically through high quality teaching.

The school is a community where everyone is valued, respected and proud to belong.

A culture of high expectations and personal development underpins the school values to ensure students are prepared for an ever-changing world.

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Values

Our values were voted for by our school community (students, parents, staff and governors) and criteria created by the school council. These values are linked to our reward system.

Pride



We will:

- have a strong connection to being a member of the school community
- celebrate the achievements of ourselves and others
- uphold the Norton Standard in work and attitudes
- represent the school in events and activities

Achievement



We will:

- be ready to learn – have equipment, correct uniform, PE kit, do homework
- aspire to excellence in everything we do
- have high expectations of ourselves in all areas

Respect



We will:

- look after the school environment
- be tolerant of others with different views and beliefs
- listen and follow instructions – first time, every time
- treat others how we would want to be treated

Kindness



We will:

- use our manners – say please, thank you, good morning, good afternoon, hold doors open and ask how others are
- say nice things to each other and not insult or harm others
- check up on peers and staff

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Teamwork



We will:

- support each other through challenges and show resilience
- work as a community to be the best
- make sure everyone takes part

Key facts

Location: Burntwood Road, Norton Canes, Cannock, WS11 9SP

Status: Local Authority School – Staffordshire Local Authority

Age range: 11 – 18 years

Number on roll: 420

Students in 6th form: 50

Ofsted rating: Requires Improvement (1st May 2024)

SEND: EHCP 5.9% SEND Support 17.7%

Pupil Premium: 32%

Job description

Statement of Purpose

To supervise students removed from class for poor behaviour and ensure work set is completed.

Support to Pupils

- Receive and supervise students who are removed from class
- To recognise and diffuse difficult behaviour.
- Inform parents as required of student's presence in Reflection Room.
- Send for appropriate work, supervise students doing it, and be responsible for them until their return to normal timetable.

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- Provide feedback to senior staff if necessary about behaviour of disruptive students while in Reflection Room.
- Apply sanctions as required.
- Log Behaviour Consequences data on Arbor

Support to Teacher

- Supervise pupils excluded from the classroom during the timetabled lesson.
- Return to appropriate teachers all work completed by students while in Reflection Room.
- Provide data analysis on numbers of Behaviour Consequences and Praise Postcards if required.

Administrative Support

- Administer all House Point data on the school's behaviour system
- Provide data analysis on numbers of House Points as required.
- Provide general administrative support according to the needs of the school.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification

Reflection Room Supervisor Level 3

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • Experience of working in an education setting committed to the inclusion agenda. • Experience of working with pupils demonstrating challenging behaviours. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • NVQ3 learning & development support for children, young people and those who care for them or equivalent qualification, or experience in a relevant discipline. 	I
Knowledge/Skills <ul style="list-style-type: none"> • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Able to apply effective management behaviour tools • Ability to relate well to children and to adults. • Good ICT and record keeping skills. • Very good numeracy and literacy skills. • Excellent interpersonal skills • Good communication skills • Good organising, planning and prioritising skills • Methodical with good attention to detail. 	AF/I

Behavioural Attributes <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. 	AF/I
<ul style="list-style-type: none"> • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	

Completing your application

Application Form

Applicants must use the application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed with particular focus on recent training that has helped you develop your skills.

Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers,

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and you should provide their official organisation email address for us to contact. One reference will be your current or most recent Headteacher/Principal.

Important Information

Salary:	Grade 5 NJC POINT 6-9 (£22,460 - £23553 actual salary)
Start date:	3 rd November 2025 or as soon as possible thereafter
Closing date:	15 th October 2025 9a.m.
Shortlisting date:	15 th October 2025
Interview dates:	20 th October 2025

School website link:	www.nortoncaneshighschool.co.uk
Any questions, contact:	School office: Mrs C Varty office@nortoncanes-high.staffs.sch.uk Business Manager: Ms J Evans Business.manager@nortoncanes-high.staffs.sch.uk

Safer recruitment and equality statements

Norton Canes High School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to vetting checks, including a criminal records check from the Disclosure and Barring Service (formerly CRB), an online search and overseas checks (if relevant), outlined in Keeping Children Safe in Education (September 2024). These checks will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process. Shortlisted candidates will be asked to complete a self-declaration of their criminal record and other relevant safeguarding information that may make them unsuitable to work with children.

Please note that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

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A copy of the school's Safeguarding Policy can be viewed [here](#).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

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