



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

Study Hall Lead & Cover Supervisor

Closing Date: 9am on Monday 14th July 2025

Interview Date Wednesday 16th July 2025



Welcome to Matthew Moss High School

Your Role

At Matthew Moss High School, our **Study Hall** will provide a calm and focused environment where learners develop agency over their own learning. Learners will access their lessons using **Chromebooks**, completing and submitting their work via Google Classroom by the end of their session. With access to **earphones and the internet**, they can engage fully with their learning.

Study Hall is a key part of our commitment to fostering independence, agency, and emotional regulation of all learners. When study hall is not required you will use your skills in the classroom as a cover supervisor.

Key Responsibilities:

- Lead on **daily communication**, reporting, and behaviour management within the Study Hall.
- **Monitor and manage** Study Hall resources, including Chromebooks and earphones.
- Use **School Cloud software** to oversee and regulate internet usage.
- Maintain **regular communication** with staff regarding class allocations in Study Hall.
- **Liaise with learner services** to coordinate learner groups.
- **Take registers** and log achievement and behaviour points accurately.
- Work with **faculty leads** to address behaviours that may require additional sanctions.
- **Track and report** learner engagement and time spent in Study Hall.
- Maintain a **quiet and calm** environment for learning.
- **Cover Supervisor** when Study Hall is not required.

If you have any further questions, or would like to visit school, please contact our Human Resources Team at: hr@mmhs.co.uk.

I look forward to meeting you,

A handwritten signature in black ink, appearing to be 'CLR', written in a cursive style.

Ms Charlotte Leach Rogers
Headteacher



Organisation:	Watergrove Trust
Section:	Cover
Location:	Matthew Moss High School
Job Title:	Study Hall Lead & Cover Supervisor
Hours:	36.25 Term Time Only
Grade:	Grade 5
Grade Range:	£27,711 - £30,060 (Actual - £23,438 - £25,425)
Accountable to:	Headteacher, Deputy Head
Accountable for:	N/A
Special Conditions of Service:	<ul style="list-style-type: none">All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment. From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

Act as a responsible adult and supervision, personal care, welfare and keeping safe of individuals and/or groups of young people and their environment, inclusive of assisting with resources and classroom management to support academic progress and personal development.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and learners in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Colleagues
Teaching Staff
Associate Staff
Learners
Parents
Visitors
Contractors
Governors /Trustees

Organisational Chart

Headteacher
Assistant Headteacher - Curriculum
Study Hall Lead

Values and Behaviours

Our mission then is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness.

Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Trust's Equality and Diversity Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

The post holder will work under the direction of the Deputy Head in charge of Study hall and will be responsible for the day to day management of the study hall, ensuring a calm study environment and ensuring work and resources are available.

1. Help to keep young people safe by:

- preparing and maintaining a safe and hygienic environment
- dealing with accidents, emergencies following school policies and procedures
- supporting the safeguarding of children
- encouraging learners positive behaviour

2. Observe and report on learner performance and development

- assessing, recording and reporting on learner progress and engagement in the Study hall to relevant staff
- monitor attendance, punctuality and patterns within the study hall timetable
- monitoring pupil achievements, addressing problem areas wherever possible or referring to the teacher so that relevant interventions can be put in place

3. Prepare and maintain the learning environment by:

- preparing the learning environment and learning materials for use
- monitoring and maintaining the learning environment and resources

4. Promote positive behaviour by:

- implementing agreed behaviour management strategies
- supporting learners in taking responsibility for their learning and behaviour
- establishing rapport and respect with learners, acting as a role model and setting high expectations
- promptly addressing any incidents, in line with school policies

5. Support the development and effectiveness of work teams by:

- contributing to effective team practice
- contributing to the development of the school team
- providing administrative support to the teacher/department

6. Reflect on and develop practice by:

- reflecting on own professional practice

- taking responsibility for and participating in continuing professional development
- 7. Contribute to the planning and evaluation of teaching and learning activities by:**
- Tracking data and learner behaviours
 - evaluating teaching and learning activities and outcomes, feeding back to the teaching team and using evaluation to inform future planning.
- 8. Develop and promote positive relationships by:**
- interacting with and responding to young people and adults in a way that fosters positive relationships
 - communicating effectively with young people and adults
 - supporting young people in developing positive relationships
- 9. Contribute to the prevention and management of challenging behaviour in learners by:**
- working with learners to identify goals and boundaries for acceptable behaviour
 - supporting learners to manage challenging behaviour
 - enabling learners to recognise and understand their behaviour and its consequences
- 10. Support children with disabilities or special educational needs and their families by:**
- contributing to the inclusion of children with disabilities or special educational needs
 - helping children with disabilities or special educational needs to participate in the full range of activities and experiences
- 11. Contribute to maintaining pupil records by:**
- collecting and inputting learner data
 - contributing to accurately maintaining the record-keeping system
- 12. Monitor and maintain curriculum resources by:**
- monitoring and maintaining supplies of curriculum resources and liaising with faculty leads where resources have not been provided
 - organising and maintaining curriculum resources
- 13. Liaise with parents, carers and families by:**
- establishing and maintaining relationships with parents, carers and families
 - facilitating information sharing between the school and parents, carers and families
- 14. Provide classroom cover when required**
- Provide staff absence cover in the classroom when study hall is not required

Secondary Duties

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, learners, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and learners to ensure the Academy and Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, learners and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
 - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

10. To attend and participate in meetings as required.
11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and learners to follow this example.
12. Support the Academy and the Trust in meeting our legal requirements for worship.
13. Actively promote the Academy and Watergrove Trust corporate policies.

Job Description Prepared by: Charlotte Longthorne Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.

Watergrove Trust Person Specification

Academy :	Matthew Moss High School	Post:	Study Hall Teaching Assistant Level 3
Section :	Associate Staff	Scale:	Grade 5

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid, or voluntary work. Do not leave gaps in employment.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview C Check certificates A Assessment
Qualifications		
To possess minimum GCSE English and Mathematics at Grade 9-4, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics, or equivalent	E	AF/C
To possess a relevant NVQ Level 3 for Teaching Assistants, or have an equivalent qualification or experience	D	AF,/C
Trained in relevant learning strategies and classroom management	D	AF,/C
Skills, Experience & Ability		
Experience of working with children at a relevant age and/or learning need within an education setting	E	AF, I
Experience of planning, delivering and evaluating teaching and learning activities effectively	D	AF, I
Experience of differentiating activities and selecting and developing resources to meet individual's learning needs or group learning programmes	E	AF, I

Experience of working effectively within a team environment and building effective working relationships with pupils and colleagues	E	AF, I
Experience of working within a schools ethos and supporting the aims of the school whilst modelling positive attributes	E	AF, I
Experience of providing clerical/administrative support	E	AF, I
Full working knowledge of relevant policies/codes of practice/legislation	E	AF, I
Importance of safeguarding/child protection when working in a academy setting	E	AF/I
Build effective working relationships with all students and colleagues	E	AF/I
Interpersonal skills and the ability to communicate effectively and sensitively with children, young people and colleagues	E	AF, I
Ability and commitment to work collaboratively and cooperatively with colleagues	E	AF, I
The ability to promote a positive ethos, actively encourage and motivate children to advance their learning	E	AF, I
Able to demonstrate a commitment to improving own knowledge and practice	E	AF, I
Ability to work effectively and calmly under pressure to conflicting deadlines	E	AF, I
Able to maintain a safe, clean, orderly and productive working environment	E	AF, I
Research, Plan and Implement project work according to specified timescales	E	AF, I
High level of ICT systems and able to use competently	E	AF, I
Knowledge of Google systems	D	AF, I
Work effectively within a team environment, understanding classroom roles and responsibilities.	E	AF/I
Working with and/or caring for young people	D	AF/I
Commitment to inclusion in an academy setting	E	AF/I
Organise and manage learning activities in ways which keep students safe	E	AF/I
Personal Skills & Attitudes		
Motivated and keen to develop own knowledge and practice by participating in professional reviews and continuing personal development activities	E	AF, I
Committed to working within the schools policies and procedures and adhering to safe working practices	E	AF, I
Flexible in approach and able to meet the changing demands of the role	E	AF, I
Ability to attend meetings out of school hours	E	AF, I

Enthusiastic with a love of learning	E	AF, I
An understanding and proven commitment to all aspects of equal opportunities	E	AF, I
A caring and positive person	E	AF, I
Good communication skills – written and oral	E	AF, I
Well-organised and pays attention to detail	E	AF, I
Willingness to go the extra mile for our children	E	AF, I
Self motivated	E	AF, I
Values and Behaviours		
<p>Our mission then is to be ever “Providing more” to the communities we serve, to enable life in all its fullness.</p> <p>Our Trust is enabled by a mutual interdependence within which we will always:</p> <ul style="list-style-type: none"> • Coach • Challenge • Innovate 	E	AF/I
Special Working Conditions		
Improve own knowledge and practice by participating in professional reviews and display commitment to continual professional development	E	AF/I
The ability to recognise and respond appropriately to situations that challenge equality of opportunity	E	AF/I
Be committed to working within the Academy’s policies and procedures and adhering to safe working practices	E	AF/I
Ability to attend meetings out of the Academy's hours.	E	AF/I
Lifting and carrying equipment as required	E	AF/I
To possess or be willing to work towards a first aid qualification	E	AF/I