



**CHERRY TREE
PRIMARY SCHOOL**

RECRUITMENT PACK

School Support Supervisor

“Bringing the best out in each other as we blossom and grow”

At a Glance

Job Title	School Support Supervisor
Scale / Grade	Grade 6
Hours	30 hours per week (12pm – 6pm: Monday to Friday: Term Time)
Reports to	Senior Leadership Team (SLT)
Contract	Fixed term until 31 August 2027
Start Date	2 November 2026, or as soon as possible thereafter, subject to the successful candidate’s notice period
Closing Date	12 noon, Thursday 15 October 2026
Interviews	Week commencing Monday 19 October 2026
Shortlisting	Friday 16 October 2026
Contact / Apply	CherryTree_busman@sch.warrington.gov.uk

Document 1: Recruitment Brochure

Welcome to Cherry Tree Primary School

Thank you for your interest in the position of School Support Supervisor at Cherry Tree Primary School. We are a vibrant, nurturing and inclusive school community dedicated to providing the very best opportunities for our children to ‘blossom and grow’.

This is a varied role supporting children throughout the school day. The post combines whole-class PPA cover, targeted individual and small-group interventions, classroom support, lunchtime provision and out-of-school provision, alongside day-to-day supervision of midday assistant and Out of School Club staff.

We are seeking a calm, organised and practical individual who can work confidently with children and colleagues, adapt support to pupils’ needs and help ensure safe, consistent routines across the school day.

Our Vision and Values

“Bringing the best out in each other as we blossom and grow”

At Cherry Tree, we believe that every child deserves a supportive and inclusive environment tailored to their individual needs. The School Support Supervisor will contribute to learning, inclusion, positive behaviour and wellbeing across classroom, lunchtime and extended provision.

The Role

This is a varied, hands-on role working across the school day. The School Support Supervisor will provide PPA cover, deliver targeted interventions and support children’s learning, behaviour and wellbeing.

The role also includes working directly alongside our Midday Assistant and Out of School Club teams to provide safe, enjoyable and well-organised provision for children. As well as taking an active role in the day-to-day delivery of these services, the postholder will provide practical supervision and coordination of staff and routines.

Document 2: Job Description

Employment Details

Job Title	School Support Supervisor
School	Cherry Tree Primary School
Reports to	Senior Leadership Team (SLT)
Grade	Grade 6
Hours	30 hours per week

Purpose

To provide consistent support for children throughout the school day by delivering teaching, targeted interventions, play and care activities and supervising the staff and routines supporting them.

Key Responsibilities

- Teach whole classes to cover teachers' planning, preparation and assessment (PPA) time, working within agreed plans and under teacher direction.
- Plan, prepare and deliver activities, assess pupils' progress and provide feedback to teachers.
- Plan, deliver and monitor targeted individual and small-group interventions, recording progress and feeding back outcomes to teachers and relevant staff.
- Adapt activities and support to meet children's needs, promote inclusion and encourage independence.
- Work actively alongside MDA and OSC staff in the day-to-day delivery of lunchtime and out-of-school provision, including supervising and supporting children, leading activities, supporting mealtimes and carrying out routine duties as required.
- Provide day-to-day supervision and coordination of MDA and OSC staff, including allocating duties, organising rotas and arranging cover for these teams.
- Lead by example, providing practical guidance and support to MDA and OSC staff, supporting induction and referring staffing or performance concerns to the designated senior leader.
- Promote positive behaviour and wellbeing, responding to incidents in line with school procedures.
- Prepare and check spaces, equipment and resources, and report hazards or shortages.
- Communicate with families and colleagues and maintain relevant attendance, progress, intervention and incident records.
- Follow safeguarding, confidentiality and health and safety procedures; report concerns promptly and provide first aid only where trained and authorised.

Responsibility

The postholder organises day-to-day support within agreed school procedures. Staff supervision and cover arrangements apply to MDA and OSC staff only. Formal staffing decisions remain with the designated senior leader.

Undertake relevant training and other reasonable duties consistent with the role and grade.

Document 3: Person Specification

Essential

- HLTA status or equivalent training and experience demonstrating competence at HLTA level.
- Experience teaching whole classes under teacher direction and supporting children's learning.
- Ability to plan and deliver activities, assess progress and adapt support to children's needs.
- Experience of delivering targeted individual and small-group interventions, monitoring progress and providing clear feedback on outcomes.
- Experience supervising or coordinating staff and organising daily duties or cover.
- Understanding of positive behaviour, inclusion and support for children with additional needs.
- Ability to organise safe routines and activities across classroom, lunchtime and out-of-school provision.
- Sound understanding of safeguarding, confidentiality and professional boundaries.
- Clear communication, good literacy and numeracy, and accurate record keeping.
- A calm, reliable and practical approach, with the judgement to seek support when needed.

Desirable

- Level 3 childcare qualification.
- Paediatric first aid qualification.
- Experience of PPA cover and working in lunchtime or out-of-school provision.
- Experience preparing rotas and managing registers or collection arrangements.
- Relevant first-aid and food-hygiene training.

Assessment

Application, interview, practical activity, relevant qualification checks and references

Appointment is subject to the school's applicable pre-employment checks. Required training and qualification criteria should be confirmed for the school's provision.