WOLVERHAMPTON
GRAMMAR SCHOOL

After School Supervisor

Salary: £21,098 per annum TTO FTE
£6,329 Actual Salary (Scale Point 24a)
Hours: Monday to Friday (Term Time only) 4.00pm-6.15pm
Contract: Permanent

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

WolverhamptonGrammarSchoolis one of the oldest schoolsinthecountry,founded in1512.As aselective and co-educational **independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join an award-winning, nationally recognised and forward thinking School.**



Are you looking for your next role? If you would like to be part of a thriving independent school and a member of an inclusive and diverse community, then we would like to hear from you.

As the leading Independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.

Full details and an application pack can be downloaded from www.wgs.org.uk, or can be obtained by contacting Miss Carrie Clines by phone: on 01902 421326 or by emailing: cec@wgs-sch.net



CLOSING DATE FOR APPLICATIONS: Monday 30th November 2026 at 8am

INTERVIEWS WILL BE HELD THE FOLLOWING WEEK

Wolverhampton Grammar School is committed to safeguarding. There will be an enhanced DBS check prior to the appointment. Registered Charity Number: 1125268.



INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a "good, moral education" for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.
We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors' Company where our founder was twice elected Master.

Over 500 years later, Jenyns' school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School's rich history. The large school hall, affectionately known as "Big School" by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged "Excellent" in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.

79% Grade9-6(A*-B

THE SUNDAY TIMES SCHOOLS GUIDE 2024
TOP 10 INDEPENDENT SCHOOL FOR ACADEMIC PERFORMANCE WEST MIDLANDS

at GCSE
76% A* to B grades
awarded at A Level

SHORTLIST 2025
INDEPENDENT SCHOOLS OF THE YEAR AWARDS

25 acre site

A school community that inspires openness, trust and mutual respect

For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 or email: cec@wgs-sch.net

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JOB DESCRIPTION: AFTER SCHOOL SUPERVISOR

Summary of the role:
Our supervisors provide a vital role ensuring that children are safe and cared for at all times. The role of a supervisor encompasses many areas and the following are minimum expectations.

Contract/Hours of Work:
Monday to Friday (Term Time only) 4.00pm - 6.15pm

Pay Grade:
(TTO) Pro rata on SCP Point 24a

Line Manager:
Junior School Head

Main duties and responsibilities:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. You will be required to implement fully, the school policies and procedures for child protection and security.
- Supervision of pupils on school premises, including the toilets and cloakrooms. Patrolling around the school, inside and out, making sure there are no problems. Maintaining good order and discipline among students and safeguarding their health and safety.
- Encouraging children to play and helping with play activities if required.
- Making sure that children do not leave the school premises or go into areas of the school that are out of bounds. This will require knowing the layout of the school, both internally and externally, being aware of site entrances and exits, boundaries and access points for vehicles.
- Dealing with incidents of misbehaviour and, if necessary, reporting them to the duty teacher or Head.
- Tend to sick or injured pupils and report any serious accidents to the Head of Junior and Infants and/or main first aider.
- Dealing with emergency situations such as fire drills.
- Listening to pupils and dealing with situations as they arise.
- Being vigilant and raising concerns about individual pupils or groups of pupils with Head or Assistant Head of WGJS. Knowing the school regulations and the health and safety policy; being aware of and implementing the School rules and School policies, in particular the safeguarding of children.
- Co-operate in all matters concerning Health and Safety. To specifically take reasonable care of your own safety and that of any other persons who may be affected by your acts or omissions at work.
- To undertake other such specific duties that may from time to time be reasonably assigned by the Head.
- To assist Junior School Staff in the supervision of children at the end of the school day To line up children ready to be taken in to quiet sessions
- Supervision of children in quiet club, including in the toilets and cloakrooms Supervision of the collection of pupils by parents and carers
- Maintenance of accurate registers of children staying for quiet/late club
- Assist in the provision of activities in the quiet club

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

PERSON SPECIFICATION: AFTER SCHOOL SUPERVISOR

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	Essential	Desirable
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications & Training	Good standard of general education (e.g. GCSEs or equivalent in English and Maths) Basic First Aid qualification (or willingness to undertake training)	A relevant NVQ Level 3 or similar Paediatric First Aid qualification
Experience	Experience working with children in a school or care setting Experience in supervising groups of children aged 4-18 Experience supporting play or learning-based activities	
Knowledge & Skills	Knowledge of safeguarding and child protection procedures Ability to supervise children indoors and outdoors Ability to maintain order and discipline while being approachable and supportive Awareness of health and safety issues in a school setting	
Communication Skills	Ability to listen and respond appropriately to children Able to communicate effectively with staff, parents and visitors	
Personal Qualities	Calm and patient under pressure Enjoys working with children Able to work independently and as part of a team Shows initiative and takes a proactive approach	
Physical requirements	Able to carry out basic cleaning duties (e.g. wiping tables, clearing up spillages)	
Other requirements	Commitment to safeguarding and promoting the welfare of children Willingness to work flexibly within the school day	