

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE **Lead Lunchtime Supervisor - Term Time only**

Are you enthusiastic, flexible and reliable?

Then this will be the job for you.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

We are delighted to have been named “**Secondary School Of The Year**”, “Soaring 57 places in the UK rankings to 77” out of approx 6000 secondary schools (state and independent) in the latest Sunday Times Parent Power Guide. **And for the second year running we are ranked No 2 in the North of England.**



HECKMONDWIKE
GRAMMAR SCHOOL

SALARY

SCP 4 £23,114 (pro rata)

£4,197.50 (Actual Salary)

TERM/ HOURS

12.00pm to 1.30 pm –
Monday, Wednesday,
Thursday and Friday,

11.45 am to 1.30 pm on a
Tuesday), plus a 30 minute
Leadership Meeting
bi-weekly, day to be
confirmed.

Average 8 hours per week
during term-time only, plus 1
Training Day

CLOSING DATE

Monday 20th May 2024

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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HECKMONDWIKE
GRAMMAR SCHOOL

Lead Lunchtime Supervisor

Department Information

About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

The Role:

We are looking to appoint a Lead Lunchtime Supervisor to undertake day-to-day responsibility for the lunchtime supervision of the school, including the supervision of lunchtime staff, allocation of tasks, assistance with the management of staff rotas including cover for absent staff, ensuring that the school premises are supervised to a consistent and high standard to ensure the safety and good behaviour of all students during all lunchtime sessions.

Responsibilities:

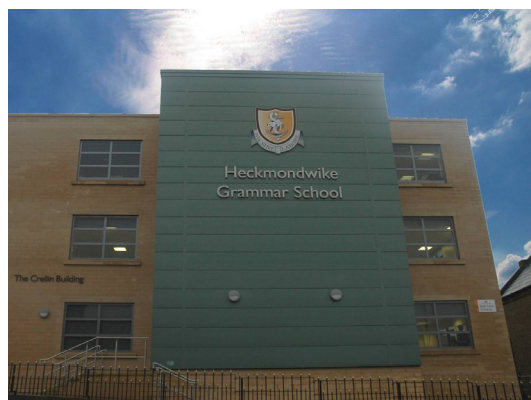
Specific responsibilities are set out in a detailed job description.

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go.

Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

In return, we offer a competitive salary and membership to a Local Government pension scheme



How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heck-grammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.



HECKMONDWIKE GRAMMAR SCHOOL

JOB DESCRIPTION

JOB TITLE:	Lead Lunchtime Supervisor
SALARY GRADE:	SCP 4 £23,114 (pro rata) £4,197.50 (Actual Salary)
WORKING HOURS:	Average 8 hours per week during term-time only, plus 1 Training Day 12.00pm to 1.30 pm – Monday, Wednesday, Thursday and Friday, 11.45 am to 1.30 pm on a Tuesday), plus a 30 minute Leadership Meeting bi-weekly, day to be confirmed.
RESPONSIBLE TO:	Assistant Headteacher

Responsibilities:

To undertake day-to-day responsibility for the lunchtime supervision of the school, including the supervision of lunchtime staff, allocation of tasks, assistance with the management of staff rotas including cover for absent staff, ensuring that the school premises are supervised to a consistent and high standard to ensure the safety and good behaviour of all students during all lunchtime sessions.

Main Duties:

1. **Supervision**
 - 1.1 To organise the deployment of staff to cover for any absence on a daily basis or deal with requirements of the day in accordance with the specifications laid down by the Assistant Headteacher;
 - 1.2 To supervise the lunchtime staff in the carrying out of the routine supervision of the school to ensure that the school is competently monitored in all areas and standards of behaviour/conduct are maintained, liaising with the SLT member on duty each day as appropriate;
 - 1.3 To meet with the Assistant Headteacher bi-weekly (day to be confirmed) to discuss issues and identify points for the weekly briefing.
 - 1.4 To lead the weekly briefing (Tuesday) with lunchtime supervisor staff, disseminating relevant information to them and receiving any feedback from them.
 - 1.5 To liaise with the 6th form administration team to allocate prefect duties and support the 6th form prefects in their duties each day as appropriate;
 - 1.6 To assist the Assistant Headteacher with any training that may be required by the lunchtime staff to enable them to carry out their duties effectively and safely;
 - 1.7 To provide relief cover as and when required;

2. Administration

- 2.1 Half termly, to organise the duty rota to ensure all areas of the school are supervised and staff are rotated to ensure maximum flexibility for cover.
- 2.2 To check all relevant timesheets, authorise them and forward them to the Assistant Headteacher;
- 2.2 To ensure own timesheets are filled in correctly and forward to the Assistant Headteacher for authorisation prior to payment.

3. Health and Safety

- 3.1 To take reasonable care of the health and safety of self, other persons and resources whilst at work.
- 3.2 To co-operate with management as far as is reasonable and practicable to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- 3.2 To report any faults found with buildings or equipment to the Site Supervisor immediately;

4. General

- 4.1 To undertake any other reasonable duties as requested by any member of the SLT.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



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**Heckmondwike Grammar School
Person Specification: Lead Lunchtime Supervisor**

E = Essential D = Desirable

1	Aptitudes		Evidenced by
1.1	To communicate effectively with all staff, students and visitors	E	A, I, R
1.2	To be able to relate to young people between the ages of 11 to 18	E	A, I, R
1.3	To be able to lead others with confidence and authority	E	A, I
1.4	To be enthusiastic and have a positive attitude	E	A, I, R
1.5	To have the ability to work well within a team	E	A, I, R
1.6	To be able to remain calm under pressure	E	A, I, R
1.7	To take initiative and work independently	E	A, I, R
1.8	To be able to apply school behaviour management policy with confidence and consistency	E	I, R
1.9	To have basic administration and organisation skills	E	A, I, R
2	Characteristics		
2.1	Open, honest and approachable	E	A, I, R
2.2	Willingness to be flexible in order to meet the needs of the school	E	I, R
2.3	Self-motivated and hard working	E	A, I, R
2.4	Professional approach	E	A, I, R
2.5	High levels of integrity	E	A, I, R
3	Qualifications and Experience		
3.1	Previous experience in a similar role	D	A, I
3.2	Relevant first aid certificate	D	A, I

A = Application Form I = Interview R = References



HECKMONDWIKE GRAMMAR SCHOOL

Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



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STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry. Starting from just £2.22 a week, Good All Round gives you money back on a range of health costs including dental check-ups and treatment, glasses, contact lenses, prescription charges and much more.* No medical is needed and dependent children under 18 are covered for FREE.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.



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Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- Complimentary staff breakfasts at the end of term.
- Our end of year barbeque for staff is also very popular and a highlight to the end of the academic year.
- There are numerous ad-hoc social events throughout the year.

Extra-curricular Societies

- On a voluntary basis, all staff are encouraged to run extra-curricular societies. Staff who do so are provided with a free lunch for the whole week.

Refreshments

- Free tea, coffee and biscuits provided each day.
- Meals are provided if you attend a parents evening or after school event.