June 2024

Dear Candidate

Thank you for your interest in our Lunchtime Supervisor vacancy. I hope that the provided information is helpful in encouraging you to apply for what is a vital role in our school.

We are looking to appoint an enthusiastic and courteous Lunchtime Supervisor to join our Duty Team, supervising our students during their lunchbreak, from September 2024, for:

* 5 hours per week – Monday to Friday 1:30pm to 2:30pm.
* 38 weeks per year + holiday.
* Salary Grade 2 point 5 - £2,680 (£12.26 per hour).

The successful candidate will have:

* Have good communication and interpersonal skills.
* Have a calm approach.
* Be reliable.

We offer:

* A warm, welcoming atmosphere.
* A genuinely committed, supportive and successful team.
* Relevant training.

As Headteacher, I am passionate about evidence-informed pedagogy. If you join us, you will be joining a school that believes in investing in you, so you are able to develop your skills as a teacher. We are a friendly, successful and vibrant 11-18 school, with excellent facilities and a genuinely comprehensive intake. We are a rural school, very much at the centre of the local community. We are a growth mindset school and believe that our motto (Believe. Strive. Achieve.) captures our philosophy and energy.

We are a school that cares about its staff. During our recent Ofsted inspection, the Inspector commented that:

“Leaders are considerate and supportive of the workload and well-being of staff. Senior leaders have high expectations of staff and are mindful of staff’s workload.”

“Staff say that they feel valued and appreciated. Morale is high. One member of staff summed up the views of many, by sharing that the school is ‘one big family’.”

De Aston is a school with a total commitment to comprehensive education and has an outstanding academic and pastoral record. The school’s ethos is supportive in ensuring students are happy, challenged appropriately, enjoy their learning and achieve well, no matter what their background is. The school’s Special Needs Department caters for a genuinely wide range of pupils of varying backgrounds and abilities. Visitors almost always comment on how friendly and pleasant the students are.

We are proud of our success at receiving Careers Mark Gold and ESU Affiliate status. This reflects not only the commitment to and from a dedicated and hardworking staff, but also the enthusiasm and involvement of pupils, and the significance of the school to its locality, which it supports through a number of social, cultural and sporting activities at a level which is surprising given the relative small size of the town.

The successful candidate may be assured that they will be working as part of a committed school staff and will find a good programme of professional support and career development within the department, and the school.

Lincolnshire, as a county, offers excellent value for money in the housing market and consequently our standard of living is higher than in other areas of the country. The countryside around Market Rasen is outstanding as we are situated on the edge of the Lincolnshire Wolds which is fast becoming a popular choice as a holiday destination and a good place to live, whilst also having the benefits of the historic city of Lincoln 30 minutes’ drive away.

Please contact Mrs Alice McNeill, PA to the Headteacher, via [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk) or 01673 840 828, should you require any further information or you would like to arrange a visit.

If you feel you can inspire, challenge and achieve at De Aston then we would be delighted to hear from you.

The closing date is **9am Tuesday 9th July 2024**. With shortlisting taking place on Tuesday 9th July 2024 and the interviews being held on **Tuesday 16th July 2024.**

To apply please complete our [application form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EfeHLZsh-dZNu7b6no0MsHIBg6pdHDwEHbPr7M29Thxgfw?e=eZNKbd) and send it to Mrs Alice McNeill at [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk). Please ensure you also include your completed [self-declaration form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbLj81CAop1HvH8LgPZH9mgBWkUoxBrnWvkfiQqsFiPZWg?e=p021aF) and [equal opportunities monitoring form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbOgfmYxPn5FttwU7gf1a9sB_SDi29kDUzJVlOq9hqvCxg?e=BVHr5s). Please note we do not accept CV’s.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The School is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive and diverse environment for all employees and students.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Simon Porter

Headteacher

Enc: Job Description, Person Specification

*De Aston School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks.  All pre-employment checks are in line with Keeping Children Safe in Education.*

**Job Description**

Reports to: Deputy Headteacher

Grade: 2

**Main Purpose of the Role:**

* To be responsible to the Headteacher, through the line manager, or other designated person, for the supervision of children during the lunchtime break.

**Core Responsibilities and Tasks:**

* Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc.
* Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate.
* Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.

General:

* The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
* The postholder is required to carry out the duties in accordance with the school’s policies.
* All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.
* The postholder is expected to pursue and promote the achievement and integration of diversity and equality of opportunity throughout their activities.
* The postholder is required to participate in the school’s performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
* The postholder is expected to main high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

**Qualifications and Experience:**

* No formal qualifications required.
* Demonstrable experience of appropriate interaction with children.

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**Personnel Specification**

This person specification provides an indication of the skills, experiences, abilities and values that we are seeking for in a Lunchtime Supervisor. We are interested in candidates with the potential to make a substantial contribution to De Aston and we are committed to developing, through CPD, the successful candidate.

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| **Attributes** | **Criteria** | **How Identified** | **Rank** |
| Education and Training | No formal education or provider training required. |  |  |
| Skills and level of experience. | 1. Good communication and interpersonal skills 2. Experience in a similar environment/role. | A & I  A & I | Essential  Desirable |
| Abilities, behaviours, attitudes and values. | 1. Ability to work in a way that promotes the safety and wellbeing of children and young people. 2. Great degree of resilience. 3. Seek to help children rather than help themselves through children. 4. Self-aware and sees how their behaviour impacts on children. 5. Open to sharing ideas and not work in isolation. 6. Courage to take action to protect children from harm. 7. Attention to details and ability to following procedures appropriately. 8. Able to establish and maintain good professional relationships with learners and colleagues. 9. Calm and Reliable. 10. Enthusiastic and hardworking. 11. Ability to work in a team. | A & I  A & I  A & I    A & I    A & I  A & I  A & I  A & I  A & I  A & I  A & I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| Any Additional Factors | 1. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary | A & I | Essential |

**Key:**

A = Application

I = Interview

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