



Sutton Coldfield Grammar School for Girls

Application Pack for Lunchtime Supervisor (2 Vacancies)

Start date: **September 2025**

Closing date for applications: **9.30 am on Friday 4th July 2025**

Interviews to be held: **Tuesday 8th July 2025**

This is a permanent, term-time only post, 5.83 hours/week

£12.62 - £13.23 per hour

12.20 pm – 1.30 pm, Monday to Friday

Full time equivalent Annual Salary Range: £24,027 - £25,183 (Pay Award Pending)

Prorated Annual Salary Range: £3,370 - £3,614

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in our post of Lunchtime Supervisor. We are looking for two friendly, proactive team players with high expectations of student behaviour and a firm but fair approach to join us. This lunchtime supervisor role is a part time post to provide supervisory cover over lunchtimes, Monday to Friday during term-time. The successful candidates will be able to deal with situations in a calm and sensitive manner, work well in a small duty team, hold positive values and have a cheerful disposition.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. There are over 1,200 students in the school, including 316 students in our sixth form comprised of a mixture of students who were with us in Year 11 at Sutton Girls and others who joined at the start of Year 12.

Ranked the 45th best state secondary school nationally in the recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-Level results, we provide students with so much more than mastery of examination syllabuses, we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls.

There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This [link](#) is to our most recent newsletter to give you a flavour of what has been happening in school. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



Job Description

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Responsible to: Deputy Headteacher - Student and Staff Development

Job Purpose:

- To work within a team to assist in securing the safety and welfare of students during the midday break.
- To provide effective supervision of students in and around the school site during the midday break.

Duties and Responsibilities:

- Supervise and manage pupils in the dining room and around the school site during the midday break.
- Supervise and manage students in the dining room, including:
 - Organising the dinner queue and entrance of students into and from the dining room, encouraging good behaviour and a calm atmosphere.
 - Dealing with any behavioural issues that may occur by intervention or calling for assistance; report incidents to a member of SLT, depending on the severity of incident.
 - Directing students to seats and separating difficult students where necessary.
 - Encouraging good table manners and ensuring students tidy/ clear up in a satisfactory manner.
 - Cleaning up spillages when food is spilt or dropped, where such spillages are hazardous to students or staff.
 - Dealing with injuries in the dining room in accordance with infection control procedures, ensuring the student goes to the medical room where appropriate.
 - Share responsibility with the other Lunchtime Supervisors and/or member of SLT for the maintaining order in the dining hall area.
- Supervise and manage students around the school premises, including:
 - Where appropriate, collecting students from classrooms to direct them to the dining hall or outside area of the school premises.
 - Supervising the school entrance to ensure students do not leave the premises without permission
 - Checking that all visitors who may enter the school premises have the appropriate supervision in line with school guidelines; immediately report any concerns to a member of SLT.
 - Directing students to the outdoor area and supervising their activities and behaviour; ensure safety and wellbeing and provide emotional support where necessary.
 - Dealing with any challenging or unacceptable behaviour in line with school guidelines and discouraging any dangerous activities; report any inappropriate behaviour to a member of SLT.
- Supervise and manage students inside the school premises when they are not allowed outside in inclement weather.
- Ensure in accordance with instructions that all students return to the care of teaching staff at the end of the lunch period.
- Assist with associated ancillary duties, including:
 - Checking toilet areas regularly for signs of smoking or vandalism, blockage of toilets or wash basins and to ensure students are not loitering or playing in toilet areas. Report any damages or blockages to the site team
 - Ensuring that any pupils who suffer accident or injury are dealt with appropriately in line with the school's agreed procedures.
- Have a due regard for safeguarding and promoting the welfare of students he/she is responsible for or comes into contact with.
- Ensure all tasks are carried out with due regard to Health and Safety.

Job Description

General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.



Person Specification

Experience	<ul style="list-style-type: none">• Experience of working with children / young people• Experience of working in a team
Skills and Abilities	<ul style="list-style-type: none">• Be committed to the ethos and values of the school• Ability to encourage students to achieve these aims through keeping the school's behaviour code• Develop good, appropriate relationships with students and staff• Communicate positively and effectively to students and listen to them• Able to work effectively within a team
Other	<ul style="list-style-type: none">• Be committed to safeguarding and promoting the welfare of children and young people• Be approachable, sympathetic, enthusiastic, patient and resourceful
Training	<ul style="list-style-type: none">• Willingness to participate in further training and development opportunities offered by Sutton Coldfield Grammar School for Girls



How to apply

To apply for the post of Language Assistant (Spanish) at Sutton Coldfield Grammar School for Girls, please complete the application form and enclose a letter supporting your application. In your letter you should:

1. Explain your reasons for applying for this post
2. Address the requirements of the job description and person specification to outline your professional experiences, skills, and strengths and how they are suited to the demands of this role.

The application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk, and for the attention of Dr Barbara Minards, Headteacher.

Deadline for Applications: 9.30 am on Friday 4th July 2025.

Interviews will be held on Tuesday 8th July 2025.

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



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

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mrs Meg Mahoney
Miss Rebecca Pegg
Dr Barbara Minards

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

