



Lancaster Girls'
Grammar School



Lunchtime Supervisor Recruitment Pack

Welcome from the Headteacher

Thank you for your interest in the role of **Lunchtime Supervisor** at LGGs. This role is offered as a permanent part-time contract, start date as soon as possible.

This role will provide supervision of students during their lunchbreak, across a range of site locations.

The enclosed Job Description gives an overview of the types of duties to be undertaken but is not prescriptive or exhaustive - please get in touch if you would like to discuss the role before applying.

The specific hours/ days for the role will be agreed with the successful applicant(s) and will be worked between approximately 12.20 - 1.25pm, Monday – Friday during term time. It would be beneficial if applicants could be available to attend pre-agreed out-of-hours activities such as training. If you are interested in applying but are only available during certain hours this would not disqualify you, but please note this in your application.

Applications should take the form of a letter detailing how your experience to date would equip you for this role, and should be forwarded by email to applications@lggs.lancs.sch.uk

I look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C. Beard', with a small dash at the end.

Mr Christopher Beard
Headteacher

Visits and general discussions

Further information about Lancaster Girls' Grammar School can be found on the school website www.lggs.org.uk.

In addition, candidates are warmly encouraged to take an informal opportunity to visit the school or arrange for an informal discussion with the Headteacher prior to applying. Please email applications@lggs.lancs.sch.uk or telephone 01524 581661 to arrange a visit or call.

The application process

This is a rolling recruitment process with no deadline for applications.

If shortlisted for interview, references will be taken up prior to interview using the contact details you supply on your application form.

The selection process and interviews for shortlisted candidates will take place at the school; dates will be issued to candidates in advance.

How to apply

Please ensure you complete the application form and provide a covering letter which clearly explains your reasons for applying to work at Lancaster Girls' Grammar School and addresses how your particular strengths and experience to date meet the person specification.

Applications must be submitted on the provided application form – for safeguarding reasons we cannot accept CVs or applications submitted through online platforms such as Indeed or TES.

Please also provide a supporting statement (on no more than two sides of A4), either within the application form or as a covering letter. The supporting statement should address your particular strengths and how your experience to date has prepared you for this particular role.

Your completed application, including your letter and supporting documents, should be addressed to the Headteacher and be sent to the school by e-mail to applications@lggs.lancs.sch.uk or by post to LGGS Applications, Regent Street, Lancaster, Lancashire, LA1 1SF by the closing date.

Due to the number of applications received we do not contact all applicants to confirm receipt, and do not contact unsuccessful applicants.

We reserve the right to close any vacancy early, before the closing date, if we receive sufficient applications.

If you have not been contacted within two weeks of the application deadline, please assume that your application was unsuccessful on this occasion.

Recruitment Information

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All applicants will be subject to online checks. The successful applicant will be subject to an Enhanced DBS check and other statutory Safer Recruitment checks.

We do not hold a sponsorship licence and can only consider applications from candidates who are legally entitled to work in the UK. If you do not have the right to work in the UK, your application will not progress.

An **information and application pack** and further details can be obtained on the school website <https://www.lggs.org.uk/staff-vacancies/working-at-lggs>, or by e-mailing applications@lggs.lancs.sch.uk.

Information pack (information we are providing to you):

1. This Recruitment Pack which includes the
 2. Person Specification
 3. Job Description
 4. Risk Identification Form
5. Safeguarding Statement
6. Equality Act Reasonable Adjustments Statement
7. Privacy Notice for Prospective Employees
8. Immigration Asylum and Nationality Act (Right to Work in the UK) Statement
9. Rehabilitation of Offenders Act Statement
10. Rehabilitation of Offenders Supplementary Disclosure Form
11. DBS evidence list

Template employment contracts are available upon request.

Application pack (things you should send us):

1. Application form (we cannot accept online applications through Indeed/ TES).
2. Covering letter/ Supporting Statement
3. Recruitment Monitoring Form

Our vision and values

Care

At LGGS, we value pastoral care highly and our emphasis on health and well-being is often seen as a strength of the school by students and parents. Caring for others and for our community and environment are important features of LGGS life for both staff and students. Our family ethos is combined with an outward looking approach and strong international links.

Contribute

We believe in the importance of everyone contributing to the school community. In lessons this means working collaboratively. Contributing to school life is an important part of the LGGS ethos, whether this be musical, sporting, artistic or through any of the other opportunities. On a larger scale, we aim to contribute positively to our local community as well as encouraging fundraising and projects on global issues.



Challenge

As an academic school, we expect staff to challenge students in their learning and for students to be open to this challenge. This means developing skills of resilience and accepting that success may not always come easily. It is also about rewarding effort as much as success. As a school, we want to be challenged and continuously improve so that we continue to provide a very high standard of education.



About the School

Lancaster Girls' Grammar School is a forward looking, selective state school with academy status and an outstanding record of promoting high achievement. The school was founded in 1907 at the Storey Institute on Meeting House Lane with only 73 girls on roll. From these humble beginnings the School quickly grew, and moved into the current Regent Street site in 1914. LGGs enjoys a city centre location. The main site includes a range of different building from the original Edwardian building to our purpose built modern Sixth Form Centre. Playing fields are a short walk away and some Science accommodation is in a building which sites one of our key primary schools, Dallas Road Primary.

In 2011, LGGs became an Academy. There are currently just over 1,000 students on roll with five-form entry into Year 7. The admission policy prioritises girls from the Lancaster District, but students do travel to the school from a wider area, including Preston. A high proportion of students continue into the Sixth Form after Year 11 and the school welcomes a number of external students into Year 12. The Sixth Form curriculum is broad, with enrichment and wellbeing options alongside a wide range of A levels, Maths, Biology and Chemistry are the most popular subjects at A level.

The school is known nationally for its academic excellence. In 2022, LGGS was ranked 39th most successful state school nationally in the Sunday Times Parent Power table. This year 80% of grades at A level were A*-B and at GCSE 76% at grades 7 and 9, placing LGGS the highest attaining school in Lancashire.

We are very proud of our inclusive community. Valuing diversity and promoting equality are important aspects of LGGS life. This can be seen through the work of the school's Equality groups. LGGS has an outward looking approach and strong international links. We work with the Ripley ITT Partnership. The school has links with EducAid, a Sierra Leone education focused charity. International Week includes numerous workshops run by students, an International Fashion Show and a hugely popular International Food Fair.

In our recent staff survey 100% of staff responded that they were proud to work at LGGS and 99% enjoyed working at the school. Last year saw a number of retirements with the result that new staff have joined the school, bringing with them a range of experiences and ideas. We are extremely fortunate in that we can recruit high calibre teachers with the result that all subjects are taught by specialist teachers. Staff are keen to enhance their professional knowledge and we currently have seven teachers undertaking NPQ qualifications. Staff also appreciate the positive behaviour and high attendance of students at LGGS. Our students are articulate, keen to participate and ambitious for themselves.



Living and working in Lancaster

Lancaster is one of England's heritage cities. It is a vibrant, independent city with a great deal to offer. It is the base for two universities, which contribute significantly to the city's lively and inclusive ethos. The universities, the hospital, the RLI, and major players in the food production industry, such as Warburtons, provide a range of employment opportunities in Lancaster. Lancaster has an established arts scene which constantly provides a range of cultural activities throughout the year; Lancaster hosts a number of lively festivals including Lancaster Music Festival, Highest Point and the Jazz Festival. Other events such as the annual Literature Festival, Light up Lancaster light festival, and Lancaster Chinese New Year Festival make the city a fun and vibrant place to live. Lancaster is easily reached from all over the UK. Just over two hours from London and Edinburgh on the West Coast Line, Lancaster is well served by main line rail. The M6 motorway provides quick and convenient car travel to the length of the country.

Employee Benefits

Employees of Lancaster Girls' Grammar School benefit from:

- National contractual terms and pay: LGGS adopts the national School Teachers' Pay and Conditions ('Burgundy Book') for teaching staff, and the National Joint Council (NJC 'Green Book') terms for support staff.
- Access to a competitive company pension scheme: Teachers' Pension Scheme (teaching staff) or Local Government Pension Scheme (support staff).
- Enhanced annual leave allowances for support staff: full-time support staff receive 26 days annual leave (rising to 32 days after 5 years' service), plus 8 statutory bank holidays and 2 extra-statutory days leave.
- Enhanced occupational maternity/ paternity/ adoption leave allowances.
- Access to pro-active health and wellbeing promotion schemes.
- Employee Assistance Schemes including access to advice and counselling.
- Occupational health support such as physiotherapy.
- Retail discounts via BlackHawk Extras.
- Cycle-to-work purchasing scheme and secure cycle storage on-site.
- On-site gym with discounted membership rate.
- On-site canteen.

Job Description

Job Title:	Lunchtime Supervisor
Location and Team	Lancaster Girl's Grammar School, Regent Street, Lancaster, LA1 1SF
Terms	Permanent or Casual. 1 hour & 10 minutes per day x 5 days = 5.83 hours per week. Working 38 weeks per year (term time only). The permanent post attracts 6.09 weeks paid annual leave (included in your annual pay calculation), rising to 7.30 weeks after 5 years' service.
Salary Range	Grade 4, NJC Scale Point 6. At September 2024 this is £23,893 per year for full time employees (pay award pending), which equates to £3183.16 per year part-time, or £12.38 per hour.
Responsible To	Assistant Headteacher
Staff Responsibility	None
Essential car user	No
Job Purpose/ Scope of Work	To work as part of a team, ensuring the supervision, safety and welfare of students during the midday break.
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • To supervise students during the midday break • To help to ensure the health, safety, welfare, good conduct and safeguarding of pupils during the midday break • To report accidents and request first aid assistance in line with school policy • To adhere to school policies and procedures relevant to the role (fire evacuation, accident reporting, no smoking, etc) • To liaise with colleagues on how to meet any individual pupil needs (e.g. SEN). • To report to the senior staff member on duty, or to the Deputy Headteacher, any incidents <ul style="list-style-type: none"> ○ where students have acted in a manner dangerous to themselves or others ○ where students have acted in an inconsiderate or discourteous manner ○ where students have disobeyed school rules • To supervise students in the dinner queue, ensuring that students line up in an orderly fashion • To supervise students in the dining room and / or the atrium • To ensure that any spillages are cleaned up promptly • To supervise the clearing of tables, return of trays and the orderly stacking and clearing of dirty plates • To ensure waste food and litter is placed in the bins provided • To supervise students in classrooms, corridors and grounds as appropriate • To ensure that students do not access areas which are out of bounds during lunch time • Other duties as may reasonably be allocated by the Headteacher 	

In addition, other duties of a similar nature and at no higher a responsibility level may be interchanged with/ added to this list at any time.

Prepared by (name, role, date): C Gillies 20/02/2024

The above Job Description sets out the area of work in which duties will generally be focused, and gives an **example** of the type of duties that the postholder could be asked to carry out.

Please note that this is for **guidance** only. Postholders are expected to be flexible and to operate in different areas of work/ carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Student Focus

We put our students' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Person Specification

Job Title: Lunchtime Supervisor	Grade: 4	
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), references (R), or other (give details)
Qualifications		
First Aid	D	AF/ Certificates
Experience		
Working with children or young people.	D	AF/ I/ R
Working in an educational environment.	D	AF/ I/ R
Working in a customer service or people-facing role.	D	AF/ I/ R
Knowledge, skills and abilities		
Team working and co-operation.	E	AF/ I
Flexible, 'can do', attitude to work.	E	AF/ I
Commitment to supporting young peoples' personal development.	E	AF/ I
Commitment to high standards of professional conduct.	E	AF/ I
Understanding of safeguarding best practice and how it applies to this role.	D	AF/ I
Able to communicate in spoken and written English.	E	AF/ I
Good timekeeping and attendance.	E	AF/ I
Other (including special requirements)		
Satisfactory DBS clearance	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	AF/ I
Commitment to equality and diversity	E	AF/ I
Commitment to health and safety	E	AF/ I
Commitment to attendance at work	E	AF/ I
Commitment to undertake relevant professional development and safeguarding training	E	AF/ I

Pre-Employment Risk Identification Form (R.I.F.)

This form is provided to potential applicants to so that you are aware of the potential risks associated with this role; this form does not override the employer's requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999.

Post title	Lunchtime Supervisor
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A. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)

Please note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		Yes	No
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).		X
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).		X
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).		X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).		X
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.		X
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).		X
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		X
8	Work with lead or lead-based products (<i>e.g. some paints</i>).		X
9	Food handling/preparation (of raw or uncooked food only).		X
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).		X

B. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		Yes	No
11	Face to face contact with the public/service users (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	X	
12	Working in isolation/lone working.		X
13	Work with electrical wiring (<i>e.g. colour blindness</i>).		X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).		X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i>).		X
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).		X
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	X	
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).		X
19	Work as a regular display screen user (<i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i>).		X

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above: none.