

# CANDIDATE INFORMATION PACK



Heckmondwike  
Grammar School

## JOB TITLE **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.**

**SALARY** £11.59 per hour

**TERM/  
HOURS** 6 ½ hours per week  
term time only

12.10pm to 1.25pm  
(11.55am to 1.25pm  
Monday)

**CLOSING  
DATE** This recruitment is  
on-going and there is  
currently no closing  
date  
for applications.



**HECKMONDWIKE**  
GRAMMAR SCHOOL

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.

# CANDIDATE INFORMATION PACK



**HECKMONDWIKE**  
GRAMMAR SCHOOL

## 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 take pride in our School and provide our students with the best environment to learn. We are looking to appoint a Lunchtime Supervisor who will monitor and supervise our students during the lunchtime period to ensure their safety, well-being and good conduct.

#### Responsibilities:

Specific responsibilities are set out in a detailed job description.

The regular working pattern is 12.10pm to 1.25pm, (11.55am to 1.25pm Tuesday).

#### 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](http://www.heck-grammar.co.uk/vacancies).

Completed applications should be sent by email to: [recruitment@heckgrammar.co.uk](mailto:recruitment@heckgrammar.co.uk).

Further information about the school is available on the school website [www.heckgrammar.co.uk](http://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

### HECKMONDWIKE GRAMMAR SCHOOL

#### JOB DESCRIPTION

<b>JOB TITLE:</b>	Lunchtime Supervisor
<b>SALARY GRADE:</b>	£11.59 per hour
<b>WORKING HOURS:</b>	6 ½ hours per week term time only 12.10pm to 1.25pm (11.55am to 1.25pm Monday)
<b>RESPONSIBLE TO:</b>	Lead Lunchtime Supervisor

#### 1. MAIN DUTIES

The monitoring and supervision of pupils of the School during the lunchtime period to ensure their safety and well-being. To assist with securing the safety, welfare and good conduct of pupils.

1. To supervise pupils in a designated area or areas of the school premises/grounds by making regular tours of the area designated, including indoor and outdoor working as social spaces are used in all weathers.
2. To ensure that School rules are not broken and the School's behaviour code is respected.
3. To prevent any horseplay or bullying. Particular attention should be paid to the safeguarding of younger children in this respect.
4. To report to the Lead Lunchtime Supervisor, relevant Head of Key Stage, Senior SLT on duty or the Head Teacher any breach of rules or conduct or event which you feel may affect the safety and well-being of the pupils or cause damage to school premises.
5. To supervise children eating their meal on school premises and ensure eating only takes place in designated areas.
6. To supervise queues waiting to enter the dining room or other catering outlets.
7. To assist with any clearing up of dining/eating areas as required.
8. To support with the general movement around the building, in particular sweeping the areas at the end of lunchtime to ensure a prompt return to classes for the afternoon session.

9. Within the parameters of school practices and procedures, to assist as appropriate to ensure Health and Safety is maintained.
10. To undertake safeguarding training in line with school requirements and to follow school procedures with regard to reporting concerns around safeguarding and child protection.
11. Remove rubbish and litter from all areas

## **2. GENERAL DUTIES**

1. To take reasonable care of health and safety of self, other persons and resources whilst at work.
2. To co-operate with the Senior Leadership of the School as far as is necessary to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed e.g. operated safe working practices.
3. In all tasks undertaken, to try to promote a positive and efficient and courteous image for the School.
4. To undertake any training deemed appropriate to carry out the role effectively or to develop professional skills and attributes beneficial to the individual and/or school.
5. To complete any alternative tasks at the direction of the Lead Lunchtime Supervisor or member of the Senior Leadership Team when required within normal working hours.

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.



## HECKMONDWIKE GRAMMAR SCHOOL

### Heckmondwike Grammar School Person Specification: Lunchtime Supervisor

E = Essential D = Desirable

<b>1</b>	<b>Aptitudes</b>		<b>Evidenced by</b>
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 enthusiastic and have a positive attitude	E	A, I, R
1.4	To have the ability to work well within a team	E	A, I, R
1.5	To be able to remain calm under pressure	E	A, I, R
1.6	To take initiative and work independently	E	A, I, R
1.7	To be able to apply school behaviour management policy with confidence and consistency	E	I, R
<b>2</b>	<b>Characteristics</b>		
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	Sense of optimism	E	I, R
2.5	Professional approach	E	A, I, R
2.6	High levels of integrity	E	A, I, R
<b>3</b>	<b>Qualifications and Experience</b>		
3.1	Previous experience in a similar role	D	A, I
3.2	Experience of working within an educational setting	D	A, I
3.3	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.



## HECKMONDWIKE GRAMMAR SCHOOL

### 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.



## HECKMONDWIKE GRAMMAR SCHOOL

### 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.