



**Standish Community  
High School**

**be Outstanding!**

## LUNCHTIME SUPERVISOR

Permanent Contract



**CANDIDATE INFORMATION PACK**



# Standish Community High School

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June 2018

Dear Applicant

## **Lunchtime Supervisor – Permanent Contract**

Many thanks for your interest in the above positions. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification
- ❖ Support Staff Application Form

Standish Community High School is advertising for a permanent Lunchtime Supervisor to commence employment on the 3<sup>rd</sup> September 2018.

The working hours will be 7.5 hours per week, term time only. The working will be 12:15pm to 13:45pm, Monday to Friday. The salary will be £2821 per annum.

Your completed application form should be accompanied by a covering letter. Completed application forms can be forwarded by email to: [recruitment@standishchs.wigan.sch.uk](mailto:recruitment@standishchs.wigan.sch.uk) or by post to Miss K Parsons at the school address.

Applications will be considered as soon as they are received and the closing date will be Monday 18<sup>th</sup> June 2018 at 12 noon. The interviews will be held on Wednesday 20<sup>th</sup> June 2018.

Yours faithfully,

Mr A Pollard  
Executive Headteacher



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## GENERAL INFORMATION

June 2018

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the post of Lunchtime Supervisor (permanent) at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1250 students. Our most recent Ofsted judgment, in November 2014, recorded an overall judgment of good in every category. However, we are working relentlessly to achieve "outstanding".

Our attainment figures for 2015 placed us in the top 100 non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the second year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. For the past two years our Progress 8 scores place the school in the top 20% of schools nationally. We were delighted that our successes continued in 2017 when we achieved our highest progress 8 score so far.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Head of School at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker  
Head of School



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## EXAM RESULTS

Overall Progress 8	2016	2017
Attainment 8	0.37	0.38
Overall	58.3	54.3

Standish	2016	2017
5 A* - C including English and Maths	81%	80%
English and Maths Grade 4 and above	81%	84%
2 A/A*	43%	37%
5 A/A*	32%	29%

English Grade 9 – 4 (A* - C)	90%	94%
English Grade 9 – 7 (A* - A)	43%	43%
English Grade 9 – 5	-	80%

Maths Grade 9 – 4 (A* - C)	84%	85%
Maths Grade 9 – 7 (A* - A)	28%	32%
Maths Grade 9 – 5	-	64%

Standish Subjects	Grade 9s – 2017
English Language	22%
English Literature	35%
Maths	16%



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## 1. INTRODUCTION

### MAIN PURPOSE

To supervise and ensure the safety of students throughout the mid-day break by encouraging students to treat each other with respect and the follow the school's Behaviour Policy at all times.

#### Line Management:

Reporting to – HR/Finance Officer  
Responsible for – No line manager responsibility

#### Liaising With:

Head of School, Senior Leadership Team, teachers and support staff.

#### Salary Scale:

Grade 2, SCP 11 (Actual salary £2821 per year)

#### Working Time:

7.5 hours per week, term time only.

#### Conditions of Employment:

Holidays will need to be taken in consultation with the Head of School and the School Business & Finance Manager. No holidays are permitted during the 190 day teaching year unless prior approval has been sought and agreed in advance with the Head of School and the School Business & Finance Manager.

#### DBS Disclosure Level:

Enhanced

## 2. MAIN DUTIES

- 2.1 Organising pupils queuing at lunchtime and their movement in and out of the dining halls, ensuring good behaviour and a calm atmosphere.
- 2.2 Dealing promptly with any behaviour issues, in line with the school's policies and procedures.
- 2.3 Cleaning up of any spillages.
- 2.4 Ensure students are moving around the building and premises safely.

- 2.5 Supervise designated areas by following the rules set out in the Behaviour Policy and reporting unruly behaviour to a member of the Senior Leadership Team.
- 2.6 Ensure students leave the dining hall in a tidy condition by giving the necessary guidance to students in respect of cleaning plates, placing cutlery and crockery in trays provided.
- 2.7 Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- 2.8 Be aware of safeguarding policies and protocols and direct students or report to the appropriate person.
- 2.9 Carry out any other instructions given by the Headteacher reasonably falling within the remit of the post.
- 2.10 Provide advice and guidance to staff, students and others where appropriate.
- 2.11 Clean any litter left in the dining halls and around the school premises at the end of lunchtime.

## 3. OTHER SPECIFIC DUTIES

- 3.1 To carry out the duties in the most effective, efficient and economic manner available.
- 3.2 To continue personal development in the relevant area.
- 3.3 To participate in the staff review and development appraisal process.
- 3.4 To support the development and promotion of an image which is consistent with the aims of the school.
- 3.5 Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.



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- 3.6 Commitment and support to ensure equal opportunities for all.
- 3.7 Contribute to the overall ethos/work/aims of the school.
- 3.8 Appreciate and support the role of other professionals.
- 3.9 Attend and participate in relevant meetings as may be reasonably directed.
- 3.10 To undertake Health & Safety Training on areas within the designated work area.

## 4. COMMUNICATIONS

- 4.1 To communicate and consult with other staff and students.
- 4.2 To promote a positive service to both staff and students.
- 4.3 To communicate and co-operate with internal/external individuals and bodies as appropriate.
- 4.4 To follow agreed policies for communications within school.

## 5. OTHER INFORMATION

All staff at Standish Community High School, teaching and non-teaching, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed and to play an active part in our initiative.

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.

Whilst every effort has been made to explain the duties and responsibilities of this post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable requests from the Head of School/SLT link to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but in consultation with you it is liable to variation by management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.



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## PERSON SPECIFICATION LUNCHTIME SUPERVISOR

Aspect	Essential/ Desirable	Application/ Interview/ Reference
<b>Experience</b>		
Experience of working with young people aged 11 -16 yrs in a voluntary or professional capacity	E	A, I
<b>Qualifications</b>		
Minimum of 2 GCSEs Grades (A to C) including English & Maths or equivalent qualifications	E	A, I
Willingness to undertake further relevant training	E	A, I
<b>Knowledge &amp; Understanding</b> ~ Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Ability to work effectively within a team environment	E	A, I
Good communication skills	E	A, I
Ability to build effective working relationships with all students and colleagues	E	A, I
Ability to promote a positive ethos and role model positive attributes	E	A, I
Ability to work alone with minimum supervision	E	A, I
Understanding of relevant policies/codes of practice in behaviour management	E	A, I
Excellent communication skills to deal with adults and children	E	A, I
Ability to use initiative to respond to and resolve problems	E	A, I
Ability to work effectively as part of a team and individually	E	A, I, R
Ability to work in accordance with the schools health and safety policies	E	A, I
Maintain confidentiality where appropriate	E	A, I, R
Adaptable, flexible, diplomatic, tactful and committed to success	E	A, I
Understanding procedures with regard to Safeguarding	E	A, I
Be aware of Best Practice with regard to working with young people	E	A, I
Demonstrate a commitment to promoting and achieving equal opportunities for students	E	A, I
Ability to identify own training and development needs	E	A, I
<b>Personal Qualities</b>		
Tact, a sense of humour and a personal friendly nature	E	A, I
<b>Legal Issues</b>		
Legally entitled to work in the UK	E	A, I
Enhanced DBS Clearance	E	