

HAMMERSMITH



## **BREAK AND LUNCHTIME SUPERVISOR**

### **INFORMATION PACK 2020**



## **BREAK AND LUNCHTIME SUPERVISOR**

**SALARY RANGE:** SCALE 1 - POINT 11 - INNER LONDON

**SALARY:** £20,129 per annum (pro rata)  
Actual Salary: £9,025 per annum

**HOURS:** 9.45am-2.15pm (including 30 minute lunch break - 20 hours per week) – Monday to Friday  
Term Time only (38 weeks)

**START:** March/April 2020

The Headteacher and the Governors of the Hammersmith Academy Trust invite applications for a Break and Lunchtime Supervisor at this state-of-the-art, non-denominational, all-ability, co-educational secondary school for 11-18 year olds. Sponsored by City of London Livery Companies; the Mercers' Company and the Information Technologists' Company, the Academy opened in September 2011 to Year 7 and Year 12 students and has grown to 893 on roll.

Applications are welcomed from candidates with the appropriate skills, vision and desire to work at the Academy, where expectations are high and there is a strong focus on student achievement.

### **BACKGROUND TO THE ACADEMY**

The Academy ([www.hammersmithacademy.org](http://www.hammersmithacademy.org)) combines excellence in achievement across the curriculum with opportunity and innovation in learning approaches developed through the Academy's specialisms in ICT and Creative and Digital Media.

The Academy is oversubscribed and continues to be highly successful, with over 800 applications for 130 spaces in Year 7 for 2019.

A Vision and Ethos statement is provided within the application pack. The sponsors are committed to excellence in secondary education and have a track record of working with successful Academies and in areas of significant Academy improvement. The educational vision, building design, curriculum model and Academy organisation plan are based on the template developed successfully at Thomas Telford Academy and the Mercers' other Academies in the West Midlands combined with the Information Technologists' experience of Academy improvement at Lilian Baylis Academy in Lambeth and their expertise and industry contacts in IT and Digital and Creative Media.

The Hammersmith Academy has the support of, and access to, the expertise and educational networks of the Mercers' group of 15 schools and colleges, which includes the nearby, highly acclaimed St. Paul's schools' (Independent), two 6<sup>th</sup> Form Colleges in the South-east, as well as the Thomas Telford family of Academies. Further details of the sponsors' educational activities can be found on their websites [www.wcit.org.uk](http://www.wcit.org.uk) and [www.mercers.co.uk](http://www.mercers.co.uk). The sponsors also have strong links with international IT industries and with the City of London.

## **JOB DESCRIPTION - BREAK AND LUNCHTIME SUPERVISOR**

### **The Post**

You will be expected to maintain a high level of professionalism, alongside your fellow support staff, as forward facing members of the Academy. This post is suitable for someone who cares passionately about young people's education, and understands the positive impact that all staff within a school can and should have.

### **Key Responsibilities**

The overriding responsibility of the role is to supervise students during transition periods, morning breaks and lunchtimes to minimise any disruption, ensure their wellbeing and maintain their safety. Duties may vary but will include:

- working as part of a team supervising students both inside during lesson transition times and outside during break and lunchtimes;
- ensuring that the Academy's health and safety rules are followed;
- interacting with students and encouraging appropriate play;
- managing student's behaviour, working with teachers and administration staff where appropriate;
- monitoring and reporting upon behaviour and maintaining acceptable standards of behaviour that recognise the rights of the student.

Other responsibilities of the role are listed below.

### **Health and Safety**

- Contribute to a safe and healthy workplace by following health & safety instructions and policies;
- Report accidents and hazards;
- Generally care for one's own safety and that of others, including volunteers, students and parents, who may possibly be affected by actions or inaction.

### **Other Requirements**

- Be physically able to work outside throughout the year;
- Be knowledgeable about student behaviour and characteristics and have a repertoire of acceptable methods to redirect and control students;
- Have a nurturing yet firm demeanour;
- Ability to communicate effectively with students, staff and parents;
- Be aware of, and comply with, policies and procedures relating to child protection, security and confidentiality, reporting all concerns to an appropriate person;
- Contribute to the overall ethos, work and aims of the Academy;
- Uphold confidentiality at all times regarding the Academy's staff and students;
- Comply with Hammersmith Academy's Professional Dress Policy and Code of Conduct;
- Actively promote all working policies and procedures;
- Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities;
- Carry out any other reasonable task from time to time as directed by the Facilities Manager or other senior management.

## PERSON SPECIFICATION AND SELECTION CRITERIA

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Willingness to undertake further training</li></ul>	<ul style="list-style-type: none"><li>• Numeracy and literacy competence with GCSE or equivalent in Maths and English</li><li>• Current First Aid Certificate</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience in a similar role would be an advantage and some flexibility with regards to working hours is essential</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Highest possible standards of honesty and integrity</li><li>• Enthusiastic and positive with a commitment to providing a high quality service</li><li>• Good communication and interpersonal skills</li><li>• Polished customer service skills</li><li>• Willingness to work flexibly in response to changing organisational requirements</li><li>• Ability to maintain good working relationships with all colleagues</li><li>• Ability to work under pressure</li><li>• Articulate and well-mannered</li><li>• Well-presented and mindful of corporate dress code</li></ul>	<ul style="list-style-type: none"><li>• Good knowledge of local area</li></ul>

## **STAFF BENEFITS**

The Academy offers all its staff a range of benefits including:

- Interest Free Loan of up to £1000 - for IT equipment
- Employer pension contribution – Teachers Pension Scheme (Teachers); Local Government Pension Scheme (Support staff)
- Season ticket loan – employees are entitled to apply for an annual, interest free season ticket loan for travel or apply for a bike loan
- Free Health and Fitness – full access to the Academy's fantastic gym and fitness facilities
- Free lunch and hot drinks – for staff who dine with students
- Free breakfast — on Fridays and on INSET days and staff can take advantage of our subsidised breakfast service each day
- A commitment to Wellbeing — free flu vaccinations offered annually, INSET in July to plan for September so that you can enjoy your summer, an annual wellbeing week and a two week half term during the Autumn Term.
- Excellent annual holiday leave starting with 26 days plus 8 Bank Holidays

## HOW TO APPLY

Please complete the **application form**, which includes a supporting statement, and a monitoring form. CVs alone will not be accepted.

Please send your completed application form by email to: [hr@hammersmithacademy.org](mailto:hr@hammersmithacademy.org)

Closing Date: **Friday, 21<sup>st</sup> February 2020 at 9am**

Interviews: **Week beginning 24<sup>th</sup> February – to be confirmed**

All applications will be initially acknowledged by e-mail. If you have not heard further within two weeks of the closing date you may assume you have not been successful on this occasion.

Additional information about Hammersmith Academy can be found by going to our website:

[www.hammersmithacademy.org](http://www.hammersmithacademy.org)

*Hammersmith Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These posts are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.*

*Hammersmith Academy is an Equal Opportunities employer and does not discriminate on grounds of gender, race, age, disability or marital status.*

*Please note that, as part of Hammersmith Academy's Green approach and our commitment to reducing the impact of vehicular access to the Academy on the local and global environment, there is very limited parking and all staff are therefore encouraged to travel to work by public transport.*

### **Vision**

To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

### **Values**

We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.

We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.

We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

### **The HA WAY - HA learners demonstrate:**

- Pride and Commitment
- Professionalism and Leadership
- Active citizenship
- Honesty and Reliability
- Respect and Integrity

Hammersmith Academy ensures that students are happy, safe and secure in their learning and develop through a culture of success, into self-confident independent learners who become highly valued members of their community. Strong leadership at all levels challenges underachievement and ensures students make outstanding progress and achieve high standards of attainment.

It is an inspiring and creative place to learn, which is rich in digital and creative media technology that stimulates and develops students' academic and vocational skills through the promotion of excellence.

### **Students leaving the academy will have the following profile:**

- A strong portfolio of accredited achievement;
- A highly developed sense of responsibility and pride in their own performance;
- Outstanding communication skills, including digital literacy
- Well-developed literacy and numeracy skills
- Strong leadership skills coupled with a professional attitude to enhance employability;
- An ability to work collaboratively and develop team cohesion;
- An aptitude for research, enquiry, problem solving and creativity
- Are actively kind, caring and socially responsible.

### **Developing character and a growth mind-set - Be better than you thought you could be**

Good character development coupled with academic success is essential to a high quality education. We succeed by developing a growth mind-set through the skills of resilience in the face of challenge, resourceful when solving problems, reflective when evaluating progress and reciprocal when working in teams. To be fearless when striving for excellence and contributing positively to life in a global society.

We want each individual to be better than they thought they could be. We believe everyone is powerful beyond measure and capable of extraordinary achievements. We expect more from ourselves and each

other in our drive to be the best and are 100% committed in everything we do. We constantly challenge students to push their limits, to work hard, to be resilient and inspire each other to *outstanding* success.

We expect the same from all adults. That they are determined and committed to be the best they can be, demonstrate a 'can do' attitude and transmit these expectations to the students.

### **Knowledge is power**

Knowledge creates power. First, Intellectual power- -primarily through the core disciplines of literacy and mathematics which are the building blocks in accessing a successful life. Second, Economic power – a deep understanding of the links between self-management and problem solving skills in becoming rounded and grounded in preparation for the world of work and thirdly, Social power - developing our social and moral responsibility as active citizens.

We prepare students for successful lives through a stimulating and engaging curriculum where our practices mirror those found in the wider world of work. Using a broad experiential approach, students are given the opportunity to make choices, take responsibility for their learning and accelerate their interests in greater depth.

Developing a thirst for knowledge through inspirational teaching is powerful. Its value is limitless. It enables students to absorb challenging concepts and develop the skills of critique, analysis and evaluation.

### **Leading is achieving**

Leadership is central to our ethos of success as an individual, a team and a learning organisation. We work closely together to improve. We consistently look to enhance the quality of what we are doing and seek inspiration from inside and outside the Academy.

Our students are future leaders who develop a clear sense of ownership and pride in their own performance which empowers them to support others. We expect students to value and celebrate success and champion their community.

All adults are expected to lead and to build a performance culture. In every action, attitude and expression, they set direction and expectation. Every adult is trusted to act with integrity and take personal responsibility to do the right thing for the students.