



Littleover Community School  
Midday Supervisor  
Application Pack

# Welcome from the Headteacher

We are looking to appoint an enthusiastic, hard-working and reliable Midday Supervisor to join our existing team. The role will include supervising students in designated outdoor and indoor lunchtime spaces, ensuring that spaces are left clean and tidy and ensuring the safety, welfare and good conduct of our students.

The successful candidate will be a reliable and enthusiastic individual, able to use their own initiative but also able to work well as part of a team. The position of Midday Supervisor requires the successful candidate to have a positive attitude and be able to remain calm under pressure.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently high levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Completed application forms, with a supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to [jobs@littleover.derby.sch.uk](mailto:jobs@littleover.derby.sch.uk) or via the TES platform.

Please note, school will only contact successful candidates.

Yours sincerely,



J. Wilding  
Headteacher





# Welcome to Littleover

Learning, Caring, Succeeding



Local Authority  
School



1830 Students



Outstanding  
Sixth Form

As a school, we are committed to continuous improvement so that we can continue to evolve to match the changing needs of our students, parents and carers, staff and wider school community. We are keen to utilise the latest thinking and technologies to ensure all our students are best equipped to achieve success in the future.

Our governors and staff are fully committed to serving the needs of our school community in these challenging social times, including continuing to develop the very strong academic performance of our school. If you feel you could contribute to this vision, we would be very pleased to receive your application.

Littleover Community School is an 11-18 comprehensive, community school. We are a Local Authority maintained school and have a positive working relationship with Derby City Council.

Our school is situated four miles to the south west of the centre of Derby, in pleasant, spacious grounds. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

We currently welcome 295 students into Year 7 each year, giving us a current roll of approximately 1850, including a Sixth form of over 350 students.

## Student outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

Summer 2023 headlines:

- Key Stage 4 Progress 8 +0.54
- 40% of students achieved 3 or more GCSE grades 7-9
- A Level average grade B+

Last year, our Year 11 students achieved the highest Progress 8 score of any school in Derby or Derbyshire. As an inclusive school, we particularly value this measure as it reflects the progress made by every child regardless of their starting point.

# Why should you join Littleover Community School?

## Wellbeing

What we can offer:

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy

Access to the latest technology, including new high spec laptops for staff

A centralised behaviour system which means no detentions for teachers, disruption free classrooms and a supportive internal Alternative Provision

Financial, legal and practical support from qualified professionals on a range of personal issues

All staff also have access to Education Support's Employee Assistance Programme which includes: Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations

## Employment benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside other benefits such as access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), free on-site car parking, free annual flu jab and a friendly, supportive working environment!





# Midday Supervisor

<b>Job purpose:</b>	To ensure the safety and welfare of students during the Lunch-time break.
<b>Salary (FTE):</b>	Grade A £22,737
<b>Salary (Actual):</b>	£3, 541
<b>Hours:</b>	6 hours 40 minutes per week Monday – Friday 12.45pm – 2.05pm
<b>Contract:</b>	Permanent
<b>Weeks worked:</b>	39 weeks per year, term-time, including Inset days
<b>JIQ Reference No:</b>	S-1009
<b>Closing date:</b>	Monday 12th February 2024

## Duties and responsibilities

1. To work in accordance with the aims and policies of the school.
2. To supervise students throughout the midday break, i.e. the interval between the close of the morning school and the recommencement of school in the afternoon.
3. To supervise queues waiting for the food serving areas.
4. To supervise all areas, both inside and outside, where students congregate during lunchtime.
5. To check that all students return to the classroom for afternoon registration.
6. To check all classrooms are left in a tidy condition.
7. To attend training appropriate to the post and the development of the role.
8. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
9. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within school, undertaking all necessary training.

*The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.*

# Person Specification

	Essential	Desirable
<b>1. Knowledge and Understanding:</b>		
Experience of working in a school or similar environment		x
Experience in a similar role		x
Excellent interpersonal and organisational skills	x	
Excellent communication skills	x	
Ability to work independently as well as within a team	x	
Able to maintain appropriate professional relationships with students	x	
Able to use own initiative	x	
Hands on approach	x	
Flexible attitude	x	
Adaptability to change	x	
Ability to remain calm under pressure and have a sense of humour	x	
First Aid Qualification		x
Be prepared to undertake training, as and when required	x	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant school policies	x	



## Equality and diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

## Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

