

HIGHGATE

Candidate Information Pack

AFTERNOON SUPERVISOR (JUNIOR SCHOOL)

Highgate, North London



HIGHGATE JUNIOR

OUR SCHOOL

Highgate is a different kind of independent school. We are a School whose charitable ethos is an inextricable part of both staff and pupil DNA. Highgate doesn't exist in a bubble, but is connected to, and part of, a community. We have partnerships with over 60 state Schools across 7 London boroughs, and, in 2017, Highgate co-founded the free sixth form school, The London Academy of Excellence Tottenham (LAET), with Tottenham Hotspur Football Club as business sponsors.

Founded over 450 years ago in 1565 by Sir Roger Cholmeley, Highgate is one of the UK's leading co-educational independent schools for pupils aged 3-18. There are currently in the region of 1,850 pupils split across our Pre-Preparatory School, Junior School and Senior School sites, in conjunction with approximately 550 teaching and support staff. We are proud to be able to claim some of the top academic results across the UK, as well as titles of Independent School of the Year 2019 and 2020, and Independent School of the Year for Social Mobility 2019. Pupils are also able to participate in over 77 co-curricular clubs as diverse as bee-keeping, medical society and robotics.

*Pupils praise the community feel,
the high energy bustle, the fact
that everyone finds their niche*

Tatler 2018





LIFE AT HIGHGATE

Staff wellbeing

Highgate recognises the value of staff wellbeing, which we promote by encouraging a strong work-life balance, trying our best to support flexible working requests, providing a nutritious food offering and offering access to sporting facilities. Our ethos is to be a reflective community and we encourage mindfulness throughout our School, for example by offering weekly prayers in our chapel. We also encourage an open culture throughout our School, with our directors having an open-door policy and regular staff surveys.

We also encourage our employees to be continuously engaged in their role by providing opportunities to participate in the wider life of our School, such as taking part in trips or societies and involvement in partnership projects.

Charitable work and sustainability

We remain committed to our original status as an educational charity. Highgate offers a significant number of bursaries to pupils who would otherwise be unable to access our excellent teaching and enriching activities. We are also the primary educational sponsor of the London Academy of Excellence, Tottenham, which was opened to provide an academically selective, well-governed free sixth form in a community where such opportunities are lacking.

Alongside this, our staff and pupils undertake a number of charitable activities throughout the year. These range from staff giving up their time to neighbourhood schools and charitable organisations, to pupils undertaking community work in the local area or further afield. For example, we also sponsor the Great Lakes High School in Uganda.

Highgate endeavours to be a sustainable school and we support a number of environmentally-friendly local and national initiatives on a daily basis. For example, our staff have embraced our initiative of no longer having single-use cups and, by providing everyone with a re-usable cup, our usage of plastics cups has fallen by 1,000 per week! We also encourage and have been recognised for a number of green transport initiatives.

BENEFITS

Location

Our School is located in Highgate Village, adjacent to Hampstead Heath. Highgate is one of the most beautiful and popular areas of North London, appreciated for its green open spaces, quaint shops and easy connections across London. Transport links include good bus routes and the Northern line of the London Underground, meaning central London is just twenty minutes away. This enables a smooth commute to the School, with staff and pupils coming from a wide area.

Pension

We currently offer a defined benefit (final salary) pension scheme where staff can earn a pensionable benefit of 1/80th of their final salary for each year of membership. Our staff contribution rate is currently 6%.

Induction, support and personal development

Highgate's induction and support for new staff ensures a smooth transition for all. Throughout your employment, you receive one-to-ones with your line manager to discuss your development and how the School can help you. We encourage our employees to further develop their personal skill set, so frequently help to fund independent study courses. There are also opportunities for secondments or involvement in partnership projects to enhance your own professional practice and knowledge.

Leisure facilities

Our staff are offered free access, at stipulated times, to our sports facilities, including a fitness suite and swimming pool (currently being refurbished). The Mallinson Sports Centre also offers fitness classes at a competitive rate.

Holidays

Academic holidays as they occur during the duration of the contract. The salary for this role includes an element of holiday pay in respect of statutory annual holiday

Lunch

A complimentary lunch for all staff is available in our Dining Hall. This includes hot meals, sandwiches, salads, fresh fruit and dessert. A packed lunch may be ordered, if preferred.

Library

All Highgate staff can borrow books from our collection of 1,700 items, held in our magnificent Sir Martin Gilbert Library, a beautifully restored Victorian building.

Cycle to Work Scheme and Season Ticket Loan

The Cycle to Work Scheme is a salary-sacrifice arrangement that enables employees to make tax and National Insurance savings when purchasing a bike. Our Transport and Logistics Manager is happy to help staff plan their cycle route to work. Highgate also offers an interest free loan to pay for your season ticket on public transport.

Family-friendly policies

Highgate appreciates that employees sometimes have family commitments so we try to be as supportive as possible, for example with enhanced maternity pay (8 weeks' full pay, then 10 weeks' half pay) and paid dependant leave.

*Blessed with playing fields and space beyond
the dreams of other London schools*

Good Schools Guide 2018



THE ROLE

Salary: Circa £10,651 p.a. (£21,000 FTE) depending on qualifications, skills and experience.

Hours: Permanent, part-time (25 hours per week).
Monday to Friday 12pm until 5.15pm (term time only)
plus 6 days.

Reporting to: Deputy Principal

The Junior School Supervisor role is diverse and rewarding. The supervisor will be responsible for overseeing the safety and security of pupils during break times and after School, both outside and inside a classroom, for assisting on School trips and supporting the work of the Pupil Welfare Officer.

The successful candidate will have previous experience of working with children, a strong commitment to health and safety and be confident managing the behaviour of groups of children. It is an expectation that the candidate will wish to become fully involved within the School community and work to reinforce the ethos of the School.



MAIN RESPONSIBILITIES

- Undertaking effective pupil supervision as and when required. This will include in and around all the Junior School buildings including the playing field, cloakrooms and classrooms
 - Distributing lunchtime equipment and ensuring it is safely put away
 - Administering the ordering of any new equipment as necessary
 - Maintaining clean and tidy play areas
 - Ensuring that the cloakrooms are well used and tidy throughout and at the end of the day
 - Managing lost property in the Junior School. Ensuring that belongings are returned to their owners in an efficient and timely manner
 - Assisting with escorting pupils to the School bus service between 15:40 and 16:00
 - Providing after School supervision between 16:00 and 17:00 daily
 - Assisting the Welfare Officer with administration duties, such as the registers.
 - Assisting the Assistant Principal (Communications & Partnership) with the management of the extra-curricular activities programme (including monitoring and responding to the clubs email and monitoring, updating and reporting on attendance and registers of clubs)
 - Assisting the SLT team on an ad-hoc basis with administration support as required
 - Accompanying off-site trips where required
 - Liaising with the Deputy Principal regarding any pastoral, behavioural or procedural difficulties
 - Developing appropriate relationships with each pupil including learning their names and being able to recognise and report concerning behaviours
 - Engaging the pupils in constructive and positive activities and being proactive at all times
 - Reinforcing the values, expectations and behaviours required by the School
 - Being a positive and enthusiastic role model to the pupils
 - Taking shared responsibility for health and safety and cleanliness and tidiness of communal areas
 - Providing basic first aid as appropriate.
 - Managing the school's lost property
 - Accompanying pupils to the School Nurse if required
- These duties and responsibilities are intended as a guide. They are not exhaustive: the Afternoon Supervisor (Junior School) will be expected to undertake any reasonable task or responsibility as required by the Deputy Principal**

PERSON SPECIFICATION

QUALIFICATIONS/EXPERIENCE

Essential

- Educated to A level or equivalent
- Professional experience of working with and supervising children
- Demonstrable administrative experience
- An appropriate knowledge of first aid

Desirable

- A first aid qualification (although training will be given if required)

SKILLS/KNOWLEDGE

Essential

- An effective communicator who is able to relate well to both pupils and staff
- Multi-skilled, and able to manage the behaviour of children and organise and maintain safe and hygienic environments
- An excellent knowledge of Microsoft Office and Office 365
- Prioritisation and time management skills
- A good level of spoken and written English

Desirable

- Knowledge of child protection and safeguarding policies
- Awareness of basic Health and Safety regulations

PERSONAL ATTRIBUTES

Essential

- A warm friendly person
- A team player who is also able to work individually
- Medically fit and able to cope with a physically demanding schedule
- Well motivated, with a track record of commitment, reliability, punctuality
- An eye for detail, a strong sense of responsibility and the ability to work hard, flexibly, to time
- Committed to raising standards at the School through professional development, a vision for excellence and working with others
- Committed to safeguarding children





CHILD PROTECTION

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service and overseas police checks where appropriate.

Highgate is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

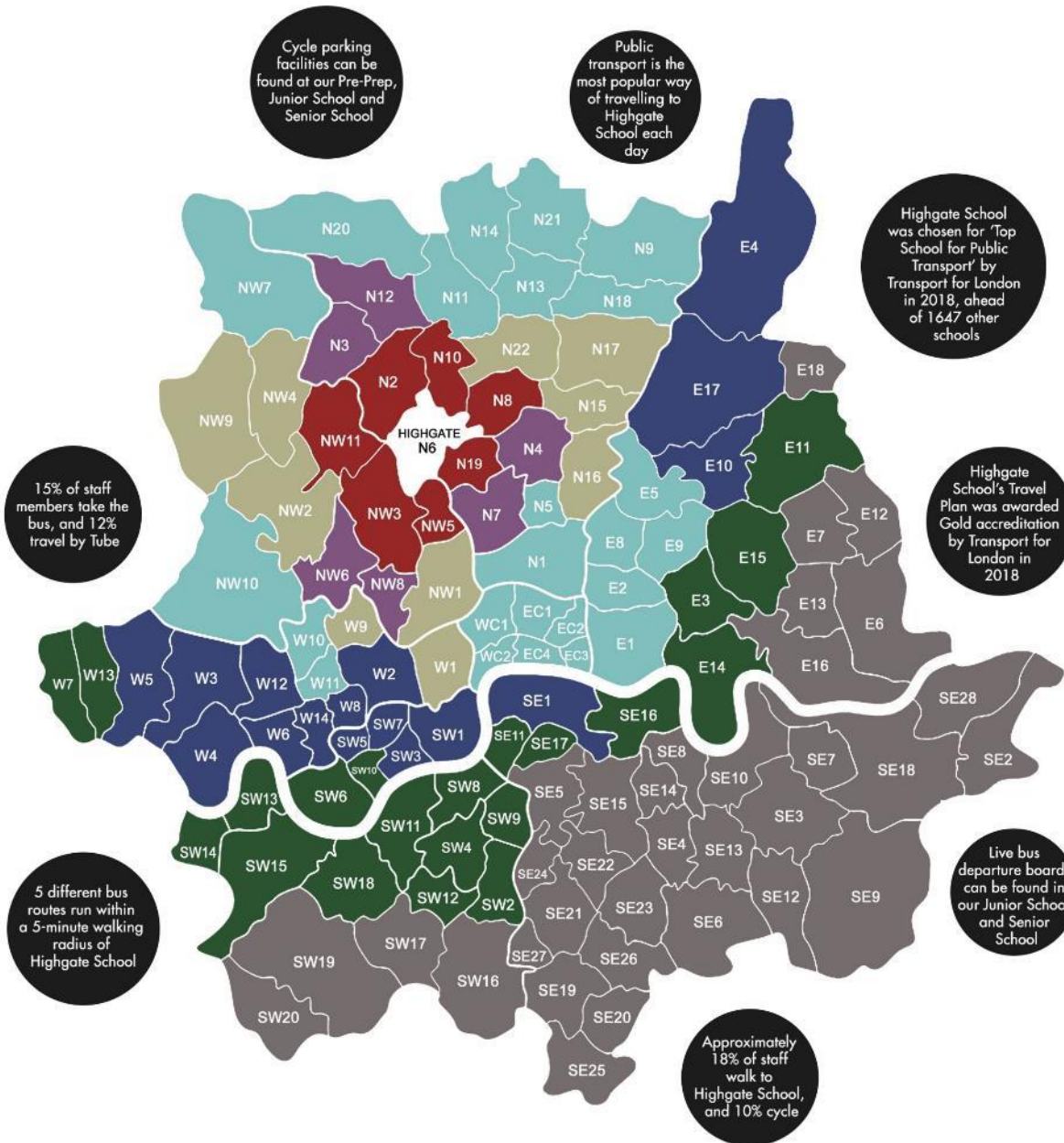
APPLICATION PROCEDURE

Applications should be made via Highgate's website:
www.highgateschool.org.uk/work-with-us/

For any queries please contact:
Alice Buchanan
HR & Recruitment Officer
Highgate School
North Road
London N6 4AY
Recruitment@HighgateSchool.org.uk

Closing date: Sunday 24 January. *Applications will be considered on receipt and we reserve the right to close an advert early if we find a suitable candidate.*

To and From



10 minutes by public transport
10-15 minutes' cycle / 30 minutes' walk

15 minutes by public transport
20 minutes' cycle / 45+ minutes' walk

20-25 minutes by public transport
25 minutes' cycle

40 minutes by public transport
25-35 minutes' cycle

45-50 minutes by public transport
40-50 minutes' cycle

50-60 minutes by public transport
1+ hours' cycle

1+ hours by public transport
1+ hours' cycle

Travel times may vary during peak commuting hours

HIGHGATE

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www.highgateschool.org.uk