



 **BOURNVILLE**  
SCHOOL

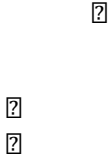
## LUNCHTIME SUPERVISOR

Candidate Information Pack



PART OF THE FAIRFAX MULTI-ACADEMY TRUST





## 10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- ☐ No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- ☐ Comprehensive support package for NQTs, and a development package for NQTs + 1.
- ☐ No requirement to work late and emailing after 7pm is strongly discouraged.
- ☐ Centralised behaviour detentions including lates.
- ☐ Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- ☐ Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- ☐ Flexible working is supported wherever possible.
- ☐ Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- ☐ A supportive Special Leave Policy.
- ☐ Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.



## WELCOME | CEO of the Trust

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Dear candidate,

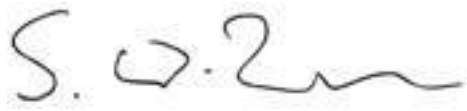
Thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

FMAT was established in 2014 and now comprises four Academies which serve a student community of almost 4500 students. The MAT has a small core team in addition to all the academy-based staff, and the organisation as a whole works collaboratively to ensure that everything we do can positively impact the lives of our students. All of our Academies are located within the West Midlands and are situated within a maximum distance of 14 miles of each other.

I became the CEO of FMAT in February 2020, having previously worked in a wide range of senior MAT roles in other Trusts within the Midlands. I chose to lead FMAT because I genuinely believe in its core mission "enriching lives and transforming futures". We are looking for individuals who share that passion and feel they can make a positive difference to everyone within our community.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a real difference!

Yours sincerely,



Simon Jones  
CEO



## WELCOME | HEAD OF ACADEMY

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Dear Candidate

Thank you for your interest in Bournville All Through School. Bournville is a traditional school with a rich history rooted in the community it serves and has an ambition to become one of the leading schools in the West Midlands, indeed the country.



We are an inclusive school where everyone works together to be the very best they can be. The school is a tolerant community that welcomes all and celebrates diversity.

Our ethos is simple. We expect a lot of our students – we expect them to work very hard to fulfil their potential and reach the highest standards through high quality teaching and caring support. We aim to keep them safe and happy so that they discover and learn new things, and achieve whilst at school. We do all we can to prepare them for the next steps in their education and future quality employment, equipping them to be able to lead a fulfilling and successful life. We aim to provide an outstanding platform for them to be the best they can be.

Our standards are high. We expect all students to wear our full uniform, attend well, behave appropriately and support each other. We expect them to give their best effort and believe that there is dignity in hard work. This is reflected in our school motto, "Everyone. Every Lesson. Every Day."

Our primary provision opened in September 2016 creating the first all through school in South Birmingham. As an all through school we are uniquely placed to offer many benefits to our students. Primary children will be able to access the sort of specialist teaching rarely available in a traditional primary school. They will benefit facilities such as IT, Music, Drama and Modern Foreign Languages. When it comes to transition they will have an established group of friends and be well known to us, their needs will be met and understood enabling them to move into the secondary phase feeling happy and appropriately supported.

We look forward to welcoming you into our family.

Yours sincerely

A handwritten signature in black ink that reads "Miss M Green". The signature is written in a cursive, flowing style.

**Miss M Green**  
**Head of Academy**

## CONTEXT | OUR SHARED MISSION AND VALUES

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Our mission and values are clear, consistent and simple to understand. We aim to develop articulate, resilient and ambitious students, regardless of background, with the knowledge, skills and attitudes to excel in modern Britain.

### Excellence

*We strive for the highest quality to ensure excellent outcomes.*

### Dedication

*We believe there is dignity in hard work and effort.*

### Ambition

*We want the very best for all our students.*

### Integrity

*We believe in openness and transparency.*

### Tradition

*We believe in old fashioned manners, courtesy and respect.*

## CONTEXT | OUR ACADEMY

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Bournville is a school with a proud history and distinct tradition. Before Bournville became a comprehensive school in the 1970s it was previously two sibling grammar schools: Bournville Girls Grammar School and Bournville Grammar-Technical School For Boys, previously known as Bournville Boys Technical School. The technical school for boys, the city's first technical school, opened in October 1955. The pioneering technical school later combined with the girls' grammar school on the same site. The boys' school was organised along 'Public School' lines with four houses—Belmont, Griffin, Manor and Woodlands.

There have been a number of changes at Bournville in the intervening years; we became an all through school in September 2016 and said goodbye to our last cohort of sixth form students in July 2017. However, we stay true to our traditions and roots at Bournville –our students wear their blazers and ties with pride. Our three houses, Boulton, Tolkien and Cadbury were named by our pupils who are keen to acknowledge the contributions of their Birmingham forefathers whose literary, engineering and philanthropic legacies are still much in evidence today.

We have a proud musical and sporting history and we are unashamedly ambitious for all our students. Every child that passes through the Bournville gates is a 'Griffinian', following in the footsteps of thousands of 'Old Griffinions' who have walked our schools' corridors and succeeded in our classrooms. The Griffin is the symbol of our school and a unifying force in binding us all along our shared mission and values.

As evidence in our recent Ofsted report, Bournville School is rapidly improving and our reputation within the local community is growing. The challenges we face as an academy this year are ensuring that our most able pupils make the progress they are capable of and continuing to narrow the gap for pupil premium students along with improving the attendance of our pupil premium youngsters.

## **JOB DESCRIPTION**

### **LUNCHTIME SUPERVISOR**

**POST HOLDER:**

**RESPONSIBLE TO:** Head of Academy's PA

**LINE MANAGEMENT OF:** N/A

**WORKING HOURS:** 10 hours per week, Term time only

**WORKING PATTERN:** 12-2pm, Monday to Friday

**SALARY:** FMAT Pay Scales SC2 (£19,312 - £20,493) FTE.

**HOLIDAY ENTITLEMENT:****JOB PURPOSE**

Bournville School is committed to providing a first-class supervision and pastoral care to each and every pupil during their lunchtime break. As part of a team, assisting the Senior Lunchtime Supervisors /Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

**DUTIES AND REQUIREMENTS SPECIFIC TO THE POST****Supervision and control of pupils in the dining hall including:**

- Organising dinner queues and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/Senior Lunchtime Supervisors according to severity of incident;
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary;
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities;
- Being aware of pupils on special or restricted diets for medical reasons from information provided at the school;
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner;
- Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.

**Supervision and control of pupils in the playground and about other school premises, including:**

- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Lunchtime Supervisor;
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary;
- Preventing bullying, being aware of changes in friendships, encouraging socialising, etc.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school;
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Lunchtime Supervisors;
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather;
- Ensuring, in accordance with instructions given, that all pupils return to line-ups at the end of lunchtime.

**ADDITIONAL DUTIES SPECIFIC TO THIS POST**

- Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff;
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures;
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures;
- Assisting with cleaning the dining hall at the end of lunchtime.

**Child Protection**

- To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the school;
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with;
- To ensure all tasks are carried out with due regard to Health and Safety;
- To undertake appropriate professional development including adhering to the principle of performance management.

**Adhere to the ethos of the school to**

- Promote the agreed vision and aims of the school;
- Set an example of personal integrity and professionalism.

**GENERAL**

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy may from time to time determine.

*The Academy is committed to safeguarding the welfare of all children and young people and expects all staff to share this commitment.*

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I have read and accepted this job description:

**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_



## PERSON SPECIFICATION LUNCHTIME SUPERVISOR

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

<b>Experience/knowledge/qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of the importance of following academy policies and procedures in relation to the safety and welfare of pupils	✓	
Understanding of positive behaviour management	✓	
Previous experience of working in a school environment or in a similar role, supervising and mentoring pupils of secondary school age		✓
Experience of managing behaviour of challenging students		✓
Knowledge of policies and procedures relating to child protection, health and safety, equal opportunities and confidentiality		✓
<b>Personal qualities and attitudes</b>	<b>Essential</b>	<b>Desirable</b>
A positive, 'can-do' attitude and approach to work	✓	
Be able to relate to pupils of a wide range of ages and abilities	✓	
Ability to form excellent relationships with pupils and staff	✓	
Have a firm, fair and calm approach when working with young people	✓	
Helpful attitude with a willingness to communicate positively, listen effectively and to support pupils	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Personal integrity and professionalism	✓	
Be approachable, sympathetic, enthusiastic, patient and resourceful	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Be aware of and promote the agreed vision and aims of the academy	✓	

Be able to encourage pupils to achieve the agreed vision and aims through adherence to the school's behaviour code	✓	
Excellent attendance and punctuality	✓	
A commitment to the ethos, vision and values of the Trust	✓	