



# The Beacon

Independent Prep School for boys aged 3-13  
Amersham, Buckinghamshire

## **Lunchtime Supervisor**

### **January 2022**



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Address:	The Beacon Amersham Road Chesham Bois Amersham Bucks HP6 5PF
Telephone:	01494 736165
Email:	<a href="mailto:recruitment@beaconschool.co.uk">recruitment@beaconschool.co.uk</a>
Website:	<a href="http://www.beaconschool.co.uk">www.beaconschool.co.uk</a>

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



## From Will Phelps Headmaster



Dear Applicant,

Thank you for your interest in joining The Beacon's team.

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment.

We are seeking hard working, friendly and professional individuals to join our team of Duty, Lunchtime and Late Stay Supervisors.

To give you a flavour of life at The Beacon please take a look around our website [www.beaconschool.co.uk](http://www.beaconschool.co.uk). You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Will Phelps  
**Headmaster**

### IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy.*
- *The safeguarding responsibilities of the post, can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



## Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





## **JOB DESCRIPTION**

### **The Role and Job Description**

<b>Role:</b>	Lunchtime Supervisor
<b>Hours:</b>	Variable depending on school needs and individual contract
<b>Reporting to:</b>	Senior Master

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

### **Job Purpose**

To provide daily duties and lunchtime and/or late stay supervision along with general help across all Sections of the School.

### **The main areas of responsibility are:**

- Preparing for and supervising pupils at break time
- Organising and supervising pupils at lunchtimes
- Managing dining room routines
- Ensuring that pupils get enough food and refreshments
- Have total oversight of any allergies, food intolerances or religious beliefs which need to be taken into consideration with the menu/s and for the pupils with specific needs.
- Work with medical centre team, offering assistance to Medical Staff as required
- To work collaboratively with colleagues and other staff in the areas you are located
- To help enable fun and safe recreational activity during breaks
- To encourage good hygiene (handwashing etc.) and table manners
- To assist in the setting up and clearing away of activities/resources
- To assist any administrative tasks required
- To enforce good behaviour, discipline and manners at all times
- To follow school policies
- (To assist with supervision for late stay, clubs and wrap around care, if required and available)
- To observe Health & Safety of the boys at all times ensuring you are fully aware of the risk assessments in place
- To look out for the well-being and pastoral needs of the boys
- To monitor closely the behaviour of the boys and deal with any inappropriate behaviour, in consultation with the teacher/s as necessary
- To encourage and acknowledge the boys for good behaviour, using appropriate approved School methods
- To liaise with the Senior Master and the School Counsellor where necessary



### ***Additional Duties***

- To attend school staff meetings and INSET days as required
- To share responsibility for the health and safety of the boys within the School
- To keep up to date and maintain Professional Development
- Assisting with Clubs and Late Stay across the School on a rota basis, if required

### **First Aid**

- To undergo and maintain up to date First Aid training, using the skills and knowledge gained
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn

### **Note:**

- The role will involve daily contact with children and a high level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.

### ***Personal Attributes***

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		Childcare qualification
<b>Experience</b>		(Note: it is not essential to have worked in the independent sector)  Experience of working with primary school age children
<b>Skills</b>	Organised  Strong pastoral skills	
<b>Knowledge</b>		Up to date safeguarding training (note: training will be provided)



<b>Other</b>	<p>Commitment to maintaining the highest standards in supervision of children</p> <p>Caring and compassionate</p> <p>Friendly and approachable</p> <p>Ability to remain calm and professional in all situations</p> <p>Excellent role model</p> <p>Desire to contribute to school life beyond immediate classroom</p> <p>Highly professional with positive outlook</p> <p>Team player</p>	
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## The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form which can be downloaded from the website. Please send your completed Application Form and covering letter by e-mail to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

The closing date for receipt of applications is **Monday 13<sup>th</sup> December** and interviews will be held in early January.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

