

Lunchtime Supervisor

Part-time, term-time only



WARWICK
JUNIOR SCHOOL





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Role:	Lunchtime Supervisor
Remuneration:	Point 12 FT £19,336, PT £3,054 pro-rated (which includes 17% holiday allowance)
Hours:	12.00pm-1.30pm Monday – Friday (7 hours 30 minutes per week)
Closing date:	12:00 (midday) on Monday 4th July 2022. Interviews will take place that week.
Applications to:	hr@warwickschools.co.uk

This School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



Welcome from the Headmaster

I am delighted that you are considering applying to work at Warwick Junior School. As the leading boys' school in the Midlands, there are huge opportunities to lead and work alongside some outstanding practitioners. We pride ourselves not only on the quality of teaching and learning, but also the many opportunities on offer. Our school motto 'Altiora Peto' guides our approach to all aspects of school life.

This is an exciting time in the Junior School. We are a forward-thinking, dynamic and inclusive school community. We are always seeking to improve, keen to ensure that the boys receive a broad, challenging and engaging curriculum. We are a happy and united team; our parents are overwhelmingly positive and the boys (most importantly) are proud to be part of our school.

I hope that as you discover more about the opportunities of working at Warwick Junior School, you will wish to become part of our future. I very much look forward to receiving your application.



The School

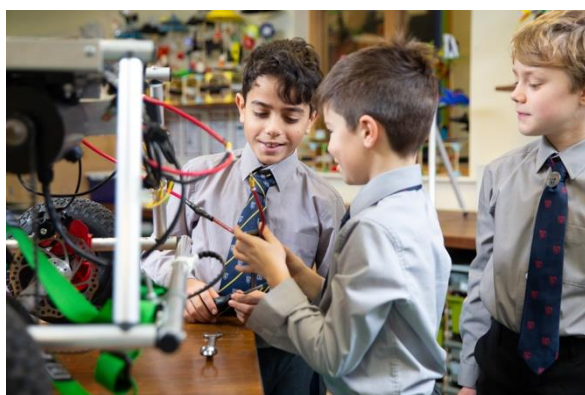
Warwick Junior School offers an outstanding education for boys aged between 7-11. Warwick Junior School is part of the Warwick Foundation. Numbers at the school are extremely healthy. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where boys can enjoy their childhood, develop a love of learning and become confident, creative and independent young people. The school looks to develop the talent of each and every boy and the successful applicant for this post will help ensure that this continues to be a key feature of the school.

There are three forms in each year group. Warwick Junior School boys are taught in the following maximum class sizes: Year 3 (20), Year 4 (22), Year 5 (24), Year 6 (24).

The Junior School offers excellent facilities which include an assembly hall, fully equipped science and technology teaching rooms, a purpose-built art room, two computer suites and a well-stocked library. Although part of Warwick School and the Warwick Foundation, the Junior School has its own premises, but benefits from the use of extensive sports, swimming, drama and music facilities at Warwick School.

All boys benefit from the outstanding sporting, musical and co-curricular opportunities in the Junior School. There are many different clubs and activities on offer each week, both after school and during the lunch period.

The Junior School employs three lunchtime supervisors to monitor the boys when eating in the dining hall and later on the playground. Members of the teaching staff are also on duty each day supervising the boys on the playground escorting them up to lunch and monitoring queues. Whilst some knowledge of basic first aid is advantageous, the school has a medical centre adjoining the playground.



Job description

ACCOUNTABILITIES

- a) To support the teacher on duty at break time
- b) Responsible for the welfare of the boys including making sure the boys eat a reasonable lunch
- c) To support the duty teaching staff to ensure the boys are well behaved
- d) To follow the school's procedures in all matters relating to safeguarding and behaviour

RESPONSIBILITIES

- a) To supervise Junior boys on the playground
- b) To supervise and help the boys in the dining hall
- c) To supervise the boys both in transit from the dining hall and when they are playing on the playground / fields
- d) To take responsibility for the welfare and safety of pupils in their charge, having regard for the school's Safeguarding, Health/Safety and other policies
- e) To report any issues to the Deputy Head, Miss Heather Mellor so action can be taken
- f) To report any safeguarding concerns to Miss Mellor who also acts as the Junior School's Designated Safeguarding Officer

SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The postholder must not have any spent or unspent convictions that would prevent working with children.

HEALTH AND SAFETY:

- a) As an employee you are expected to:
- b) to take reasonable care of your own health and safety
- c) to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- d) to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- e) not to interfere with or misuse anything that's been provided for your health, safety or welfare
- f) to report any injuries, strains or illnesses you suffer as a result of doing your job
- g) to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)



Person Specification

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

Qualifications	Essential	Desirable
Basic skills in Maths and English		✓
First Aid Trained		✓
Experience		
Experience of working with children on a voluntary or paid basis	✓	
Previous experience in a similar role would be an advantage		✓
Skills/Competencies		
Good communication skills and a pleasant nature	✓	
Ability to work in a positive and constructive manner as part of a team under the direction of the Head of the Junior School	✓	
Encourage high standards of pupil behaviour	✓	
Respect confidential information	✓	
Ability to act as an appropriate role model for the children	✓	
Must be able to recognise discrimination in its many forms and be willing to put the school's equality policy into practice	✓	
To adhere to the schools Child Protection, Safeguarding and Health & Safety policies	✓	
Recognise behaviour giving cause for concern and inform teaching staff		✓
Special knowledge		
To have an understanding of childrens' behaviour	✓	
Personal qualities		
Flexible approach to work	✓	
Good team member	✓	
Friendly, tolerant, patient	✓	
A good listener	✓	
Approachable, sensitive	✓	
Authoritative but also having good rapport and motivational attitude with boys	✓	
Calm in a crisis		✓
Shows initiative		✓
Other requirements to the Role		
Good time keeping and attendance record	✓	
Courteous and polite	✓	
Projects a professional image for the school	✓	
Suitable to work with children		
Clear Enhanced DBS check if appointed	✓	
Suitable to work with children	✓	





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