

Information for Applicants

Lunchtime Supervisor (Maternity Cover)

To start from October or as soon as possible thereafter

A message 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, and 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.

John Bond
Headmaster



The School

Warwick Junior School offers an outstanding education for boys aged between 7-11. Warwick Junior School is part of Warwick Schools 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 usually three forms in each year group with a maximum of 270 pupils from Years 3 to 6. 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. The Junior School has its own premises, but as part of Warwick School and Warwick Schools Foundation it 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.

www.warwick-school.org/junior-school

Warwick
Schools
Foundation



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



Benefits of working at Warwick Junior School

All staff are encouraged to develop professionally. You will be given the opportunity to attend internal INSET activities.

The Warwick Schools Foundation salary scale for Support Staff offers competitive rates of pay, which exceed those offered in the state sector. All employees are members of the Employee Assistance Programme which provides 24-hour support for the employee and their immediate family members with telephone helplines, cognitive behavioural therapy, critical incident advice and online support on a range of legal and emotional issues.



A wide ranging and extensive co-curricular programme, with teaching and non-teaching staff encouraged to get involved.



Staff well-being opportunities including access to the school's sports facilities and use of the well-resourced school library.



Excellent working environment: dedicated staff working areas in all departments, extensive ICT facilities, ICT support and training.



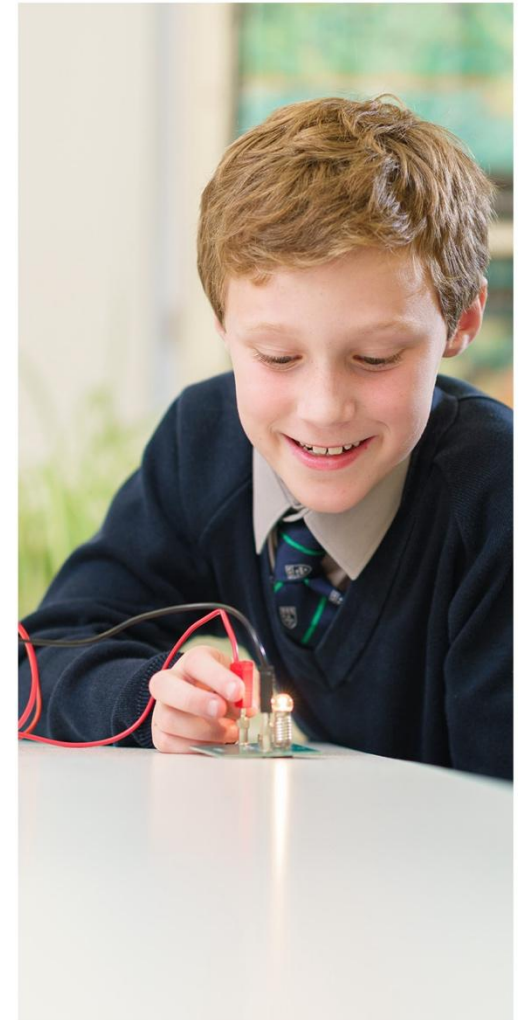
School lunch is complimentary for all staff.



All staff are included in a pension scheme, non-teaching staff are enrolled with an occupational pension provider with matched contributions up to 14%.



Staff are welcome to be part of a lively, active Common Room.



The Role

Warwick School is seeking to appoint a Lunchtime Supervisor to take on the role as maternity cover. The primary duties of the role are to supervise and support pupils during breaktime and in the lunch hall.

The post will be attractive to someone who has experience of working with young children and has the skills and knowledge to provide a safe and supportive environment for all the boys.

The role includes responsibility for; supervising the boys on the playground or field as part of a team of staff, monitoring and supporting boys in the dining hall during lunchtime and liaising with teaching and other support staff where appropriate.

The Lunchtime Supervisor will report directly to the Deputy Head.

The key areas of responsibility and duties which attach to the position are set out below although the list is not exhaustive, and the Lunchtime Supervisor may be expected to assume additional responsibilities as reasonably requested by the Head.



Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations and will be used to monitor effective performance.

Key Duties and Responsibilities

- To support the duty teaching/support staff to ensure that playtimes are safe and enjoyable for all pupils.
- To supervise Junior boys in the dining hall
- To encourage and support the boys in making good food choices.
- To ensure boys follow the school rules, showing positive behaviours and kindness towards others
- To follow the school’s procedures in all matters relating to safeguarding and behaviour
- To supervise the boys both in transit from the dining hall and when they are playing on the playground / fields
- 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
- To report any issues or safeguarding concerns to the Deputy Head who also acts as the Junior School’s Designated Safeguarding Lead
- To develop positive relationships with all boys, supporting them in solving any problems which may occur.
- To attend any mandatory training.

As an employee you are expected to:

- to take reasonable care of your own health and safety and 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
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)



Further Details

The Employer is Warwick Schools Foundation.

Salary

The salary scale for this role is Point 12 £24,600 full time, £3,886 pro-rated.

Monday to Friday (Term time only)

12pm-1.30pm (including complimentary school lunch)

Benefits for Staff

- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports Complex for staff
- A strong, supportive staff community

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

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 post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview

The Application Form

Candidates must submit a letter of application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact HR at

HR@Warwickschools.co.uk



Appointment Timetable

Deadline for submission of applications :

Monday 28th September, may close earlier if suitable applicant found

Interview date: As and when suitable applicant found



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	Educated to a high level with good Maths and English	- Degree level or equivalent experience. - First Aid qualification - Safeguarding training	- Contents of the Application Form - Copies of qualifications
Experience	Experience of working with children on a voluntary or paid basis.	Experience of working in a school environment.	- Contents of the Application Form - Interview - Professional references
Skills	- Good communication and interpersonal skills with both adults and children. - Ability to work in a positive and constructive manner as part of the Junior School team		- Contents of the Application Form - Interview - Professional references
Personal competencies and qualities	A wholly professional attitude to include: - Commitment to high standards. - Commitment to own professional development. - Support for school aims and policies. - Ability to be positive and enthusiastic. - Tact and discretion and understanding the importance of confidentiality and discretion. - Loyalty and dependability. - Soundness of judgement. - Ability to prioritise and organise self. - Ability to listen and work in a team. - Strong customer service focus.	- Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills that allows effective communication at all levels. - Ability to prioritise. - Creates a good rapport with staff, parents, and pupils. - Ability to organise self and work independently. - Ability to listen. - Ability to work in a team.	- Interview - Professional references



	Essential	Desirable	Method of assessment
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies • A willingness to adhere to the school's policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





WARWICK

JUNIOR SCHOOL

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