

Information for Applicants

Job Title: After School Supervisor

To start: As soon as possible

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.warwickschool.org/junior-school

Warwick Schools Foundation

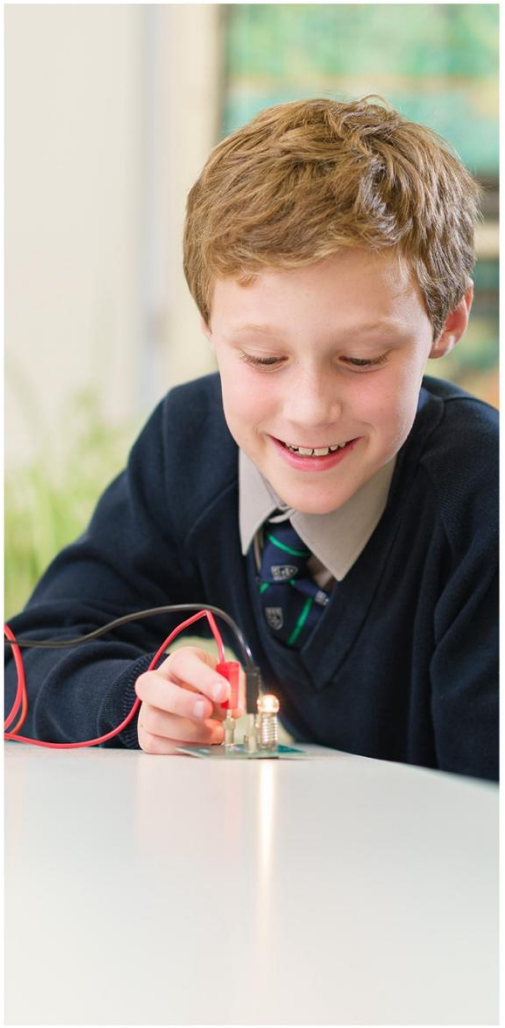
Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the 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.
- Excellent working environment: dedicated staff working areas in all departments, extensive ICT facilities, ICT support and training.
- 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 well-being opportunities including access to the school's sports facilities and use of the well-resourced school library.
- School lunch is complimentary for all staff.
- Staff are welcome to be part of a lively, active Common Room.



The Role

Warwick Junior School is seeking to appoint an After School Supervisor from November 2026. The primary duties of the After School Supervsior are to support and care for the Year 5 and 6 boys after school.

The post will be attractive to someone who has experience of working with pupils of primary school age, whether in a school or in the wider community such as a sporting or church group. The successful candidate may be looking to develop their experience of working with children before embarking on a future career in education or an associated field. Alternatively, they may be looking for the next step in their career which will work around other family or professional commitments.

This is a great opportunity for a suitably qualified individual, as the school seeks to deliver on our vision of being the most inspiring, rounded, and caring boys' school in the UK.

The role includes responsibility for supporting pupils with their work, assisting in their organisation, supervising snack time in the dining hall and escorting pupils to buses.

The successful candidate will work closely in a team with another experienced After School Supervisor who supports pupils in Years 3 and 4.

The After School Supervisor will report directly to the Junior School Headmaster.

The key areas of responsibility and duties which attach to the position are set out below. The list is not exhaustive, and the After School 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 complete the register for the boys in Years 5 and 6
- To escort the Year 5 and 6 boys up to tea at 3.50am
- To maintain a good working/studying environment, with expectations of boys to follow the guidance set.
- 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 assist boys when tackling their homework
- To hear boys read
- To report any issues or poor behaviour to the Deputy Head
- To report any safeguarding issues to the Junior School’s Designated Safeguarding Lead, or the Headmaster
- To escort boys to the ‘late bus’ ensuring they are safely collected at the end of the day
- To work closely with the other After School Supervsior to ensure the end of the day routine is organised and purposeful.

Further Details

The Employer is Warwick Schools Foundation.

Salary
The salary scale for this role is Point 19 £26,475 full time, £5,576 pro-rated for 10 hours a week, 34.6 weeks per annum. Working hours are Monday-Friday 3.45pm-5.45pm

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 application: 2nd December, may close earlier if suitable applicant found. We therefore encourage early applications.

Interview date: Shortlisted candidates will be invited to interview on a rolling basis.

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	• Educated to a high level with good Maths and English, and evidence of continued professional development in a relevant field.	• Degree level or equivalent experience.	• Contents of the Application Form • Copies of qualifications
Experience	• Experience working with children. • Demonstrates experience of dealing with difficult and sensitive situations in a professional and diplomatic manner	• Experience working in a Junior or Primary School setting. • Experience of working within an educational environment	• Contents of the Application Form • Interview • Professional references
Skills	• Awareness of child development • Ability to work independently, using own initiative. • Ability to interpret varying situations and solve problems on a day-to-day basis. • Excellent communication skills and interpersonal skills.		• 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. • Commitment to collaboration, where appropriate, with other schools in the Foundation. • 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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